



The Community Kitchen

Title: Hot Meals Manager

Reports to: Director of Operations

I. Organizational Overview

The Community Kitchen was established in Keene, NH in 1983 to ensure that everyone in the community would enjoy the basic human dignity of having access to enough food to eat. For forty years, the organization has offered our neighbors hot meals and take-home groceries along with fellowship, resources referrals, education, and advocacy in support of food security for all. Our current programs, serving the Monadnock Region, are Hot Meals, Pantry, Mobile Food Pantry, Gleaning, and Advocacy.

II. Mission, Vision, Values

Our mission: The Community Kitchen strives to provide nutritious meals and groceries; to educate and empower our guests, community, and partners; and to be a leading advocate to strengthen food security in the Monadnock Region.

Our vision: All people in the Monadnock Region are able to provide healthy nutritious food for themselves and their families.

Our values: Dignity – Everyone is treated with respect, empathy, non-judgment, and confidentiality. We value diversity, equity, and inclusion; Integrity – We earn trust with reliability, consistency, high standards, and quality work; Teamwork – With positivity, helpfulness, interdependence, and solidarity, we work together, within our organization and beyond, to achieve our mission; and Sustainability – We will achieve a sustainable business and lasting impact on community food security with adaptability, resourcefulness, and innovation.

III. The Role

The Hot Meals Manager is responsible for overseeing the safe, efficient, sufficient, and appealing production of all prepared-food programming offered by The Community Kitchen. This role is responsible for ensuring that all paid and volunteer staff using the kitchen facilities

are operating in manner that ensures personal safety, food safety, and hygiene. They ensure that the kitchen is properly supplied with food and other materials, that all necessary equipment is in place and in good working order, and that all areas, including food storage areas and freezers, are clean, properly organized, and properly rotated. The Hot Meals Manager supervises the dishwashers, evening and weekend meal supervisors, cooks/cooking assistants, and hot meals volunteers.

IV. Primary Duties and Responsibilities

- **Oversee all kitchen operations**
 - Maintain the kitchen in a professional and food safe state.
 - On a weekly basis or as needed, inventory and order paper products for both pantry and Hot Meals operations. Also order food products from existing food vendors, and determine new vendors, on an as needed basis.
 - Liaise with Administrative Manager for the acquisition, repair or maintenance of kitchen equipment.
 - Organize staff and volunteers for cleaning cupboards, shelves, drawers and equipment when necessary.
 - Advise and consult with organizational leaders about uses of the kitchen facilities, including rental of the space by outside groups.
 - Organize and prepare meals and food for catering and other fundraising events as needed.
 - Organize and prepare food for additional community feeding programs as determined by the organization.

- **Organize production of six weekly hot meals**
 - Daily - liaise with Pantry staff to see what is available for the Hot Meals Program from daily salvage pickup.
 - Plan as far ahead as possible meals for Hot Meals Program. Pull, thaw and store meat in a safe manner compliant with local health codes and industry standards.
 - Post menu for evening meal or Sunday lunch.
 - Gather and organize ingredients for volunteers, train and instruct as necessary.
 - Creatively manage uncertain conditions of variable product supplies and supervise kitchen volunteers of ranging skill level.
 - Accept all cooked/prepared food donations, process the donations determining whether they should be kept or not.
 - Liaise with Evening Supervisor about evening meal; explain anything that needs to be done prior to serving.
 - Act as Evening Supervisor when needed.

- Oversee collection, storage and inventory of food in the walk-in freezer and cooler for future use in program.
- Manage staff members working in the Hot Meals Program
 - Ensure that all Hot Meals staff members have adequate training, guidance, and tools to meet their job expectations.
 - Manage Professional Goals and Performance Planning activities with Hot Meals staff members.
 - Work with leadership team and Hot Meals staff members to identify training and other opportunities to develop work-related skill sets.
 - Maintain up-to-date documentation of standards and procedures for Hot Meals operations and collaborate with colleagues to re-design Hot Meals operational procedures as needed.
 - Ensure effective communications within the Hot Meals program and the wider organization.
- Any other duties deemed necessary for the general operation and success of The Community Kitchen.

V. Reporting Relationships

The Hot Meals Manager reports to the Director of Operations. The Hot Meals Manager supervises the Weekend Supervisor & Cook, Dishwasher & Evening Supervisor, and Driver.

VI. Requirements

- Must maintain up-to-date ServSafe Manager credentials
- Able to lift 50 pounds repeatedly, sit or stand for long periods, and work in extreme temperatures.
- Five years' experience in commercial kitchen preferred, ability to manage diverse personalities in a fast-paced environment.
- Strong culinary skills for large-scale meal production (150+ meals per day)
- Flexibility and creative problem-solving capabilities.
- Basic computer skills using spreadsheets, internet, email communications, etc.

Please note, the above job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position.

The Community Kitchen is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.