



Title: Evening Supervisor and Kitchen Support
Reports to: Hot Meals Manager

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

This is a part-time role encompassing Evening Supervisor responsibilities combined with kitchen support work.

The Evening Supervisor ensures efficient management of the Hot Meals Program within TCK, supervising a Dishwasher (1), and volunteers. Ensure safe storage and preparation of all food for the Hot Meals Program. Provide respectful and confidential service to clients.

The Kitchen Support aspect of this role involves liaising with our chef before the meal is served and completing any tasks necessary to prepare the dining room. It includes maintaining food safety and sanitation standards, implementing and/or executing cleaning and food storage procedures in the commercial kitchen, and providing support as deemed needed by the Hot Meals Manager.

IV. Primary Duties and Responsibilities of the Evening Supervisor Role

- Set up hot meals service.
 - Liaise with Hot Meals Manager before door open about food being cooked for evening meal; finish anything that needs to be done.
- Oversee all aspects of the service line, coordinate volunteer and staff activities during hot meals service.
- Ensure safety, hygiene, and completion of all closure procedures.
 - Oversee all aspects of the service line; keep volunteers within Health Code guidelines.
 - Maintain the kitchen in a professional and food safe state.
 - Act as the Hot Meals Manager in their absence.
- In-service supervision
 - Oversee a dining room open to the public with an eye to safety and efficiency.
 - Ensure all guests are welcomed, volunteers demonstrate good customer service, maintain an orderly dining room; encourage guests to clean up after themselves.
 - If needed, supplement dinner service with additional food items.
- Any other duties deemed necessary for the general operation and success of The Community Kitchen.

V. Reporting Relationships

The Evening Supervisor reports to the Hot Meals Manager. In this position, there are supervisory responsibilities overseeing one (1) staff person.

When in the Kitchen Support role, the role reports to either the Hot Meals Manager or the Evening Supervisor on duty.

VI. Requirements

- Must earn and maintain up-to-date Basic ServSafe credentials.
- Ability to lift 50 pounds, to stand for long periods of time, and to work in extreme temperatures for brief periods.
- Ability to work with volunteers in a friendly and collaborative manner, to effectively organize and communicate about their tasks and facilitate a smooth dinner service.

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.