

# Job Description

## Director of Kitchen Programs

### **PRIMARY FUNCTIONS**

The Director of Kitchen Programs is responsible for overall management of the kitchen meal and training programs at Thierer Road, Safe Haven, Northport Group Home and Veterans Transitional Housing., This includes: in-House industry projects, the Porchlight Products Project and food pantry, along with any related life skills training programs provided to all program participants at Porchlight. All of these programs are intended to provide skills in employment readiness, life skills development, greater nutritional understanding, and general food service operations. The Safe Haven, Northport Group Home and Transitional Housing programs also provide meals to residents and guests. This position is responsible for development, implementation, outcome measurement, and program improvement efforts in these areas. The position will supervise the kitchen managers for the Safe Haven, Northport Group Home and Veterans Transitional Housing programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Development of educational curriculum for life skills in food preparation and safety that meets the individual needs of residents who experience instability in housing, employment, financial stability and lower than average level of daily functioning.
- Work with Marketing Director and others to expand sales of Porchlight Products through increased stores, restaurants, community events and with Madison Area Urban Ministry's Just Bakery program.
- Develop a plan for sustainability of Safe Haven kitchen to provide the two meals per day for guests and residents with a minimum of oversight by employees offsite, but overall management remaining with the Director of Kitchen Program.
- Participate in the development of supply chain agreements with partners for Porchlight Products.
  1. Determine product suitability for production.
  2. Create test batches for tasting.
  3. Establish ideal product food cost with standards of quality and cost.
  4. Keep and share detailed, accurate records for transparency and efficiency.
- Manage operational aspects of Porchlight Products Project which include:
  1. Develop and hire a diverse staff, including job descriptions, training procedures, employee handbook as needed.
  2. Supervise production.
  3. Assure safety and sanitation standards are understood and maintained.
  4. Create production sheets for every product.
  5. Control food costs through production. Know and track deviation from ideal cost.
  6. Arrange for purchase of non-local ingredients and containers at best price at appropriate quality level.
  7. Arrange directly with farmer for produce delivery or pick-up.
  8. Control labor costs through leadership and efficiency.
  9. Maintain traceability of the product through the system by keeping careful records.
  10. Anticipate and prepare for problems, such as crop failure or departure of key people.
- Develop processes and written procedures for the necessary licenses and approvals from all regulatory authorities including the FDA (both acidified foods and general

registration), environmental registration, Wisconsin Department of Agriculture, Trade and Consumer Protection, Public Health Madison & Dane County, and others. This includes developing lists of websites, user ids, passwords, contacts by e-mail, telephone and regular mail.

- Work with case management and resident services staff to identify new program initiatives and service delivery opportunities for residents.
- Provide educational lectures regarding food preparation, nutrition, etc. to resident's in-group and individual settings.
- Oversight of all kitchen and meal service functions including menu planning, nutritional education, food safety/storage, budgeting, food preparation and service, food acquisition, and clean-up.
- Coordination of acquisition and dispersal of food donations through the Pantry program.
- Maintain budget for all food service-related activities.
- Identify and implement new strategic initiatives aimed at expanding service provision to residents of Porchlight within the mission and scope of the program, particularly including the residents on-site at Thierer Road.
- Identification of and maintenance of relationships with resources which provide food donations or financial support to the kitchen program.
- Involvement with community agencies, organizations, consortiums and advocacy groups which further the mission of the kitchen program and its training efforts.
- Responsibility for maintenance of all equipment in proper working order in cooperation with building maintenance staff.
- Assist with preparation and coordination of fund raising events which support kitchen programs, i.e. Annual Dinner and the Chef's Auction.
- Coordination and oversight of volunteer activities related to kitchen operations and training programs.
- Supervision of academic interns from various educational institutions.
- Perform other duties and responsibilities as required by Supervisor.

**QUALIFICATIONS**

	<b>Required</b>	<b>Preferred</b>
<b>Education:</b>	HS Diploma/HSED; Serv-Safe Certificate	Bachelor's Degree
<b>Experience:</b>	1-3 years previous kitchen supervision/management experience	Previous teaching or advocacy work preferred
<b>Licenses/Certification:</b>	Valid Wisconsin Driver's License; clean driving record	
<b>Other:</b>	Must have dependable transportation and access to a registered and insured vehicle	

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Employee Signature

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Date

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Employer Signature

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Date