



HOW TO APPLY

All applicants **must submit** a Porchlight Employment Application. Porchlight Employment Applications can be found at <https://porchlightinc.org/careers/>.

Email your resume, cover letter, and application to hr@porchlightinc.org.

Or mail to:

Human Resources, Porchlight, Inc.
306 N. Brooks St.
Madison, WI 53715

ABOUT PORCHLIGHT

Porchlight strives to address homelessness in Dane County by providing shelter, housing, supportive services, and a sense of community in ways that empower residents and program participants to positively shape their lives. This mission to serve those struggling with homelessness can only be accomplished through the generous support of community members and the endless dedication of our staff and volunteers.

PORCHLIGHT, INC.

306 N BROOKS ST
MADISON, WI 53715
P: 608.257.2534
F: 608.257.2507

WWW.PORCHLIGHTINC.ORG

Title:	Manager of Kitchen Programs
Department:	Kitchen Operations
Primary Location:	Thierer Road, Madison
FLSA Status:	Nonexempt
Employment Status:	Full-time with benefits
Wage Range:	\$19-20 per hour based on experience

Summary: The Manager of Kitchen Programs is responsible for overall management of the meal service, in-house industry projects, and The Porchlight Products Project along with any related life skills training programs provided to all program participants at Porchlight. These programs are intended to provide skills in employment readiness, life skills development, greater nutritional understanding, and general food service operations. This position is responsible for development, implementation, outcome measurement, and program improvement efforts in these areas.

Essential Duties:

- Provide assessment and educational training to residents in the area of food preparation, menu planning, budgeting, and service.
- Development of educational curriculum which meets the individual needs of residents who experience instability in housing, employment, financial stability, and lower-than-average level of daily functioning.
- Participate in the development of supply chain agreements with partners for Porchlight Products.
- Determine product suitability for production.
- Create test batches for tasting.
- Establish ideal product food cost with standards of quality and cost.
- Keep and share detailed, accurate records for transparency and efficiency.

Manage operational aspects of Porchlight Products Project which include:

- Develop and hire a diverse staff, including job descriptions, training procedures, employee handbook as needed.
- Supervise production.
- Assure safety and sanitation standards are understood and maintained.
- Create production sheets for every product.
- Control food costs through production.
- Know and track deviation from ideal cost.
- Arrange for purchase of non-local ingredients and containers at best price at appropriate quality level.
- Control labor costs through leadership and efficiency.
- Maintain traceability of the product through the system by keeping careful records.
- Anticipate and prepare for problems, such as crop failure or departure of key people.
- 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.
- 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.





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Essential Duties of Teamwork and Collaboration:

- Works in collaboration with program and all other agency staff to facilitate a team environment.
- Demonstrates and models effective communication skills in building relationships with all clients and employees.
- Creates good working relationships with other service providers.
- Participates in the development and implementation of Porchlight's strategic plan.

Essential Duties of Porchlight Values and Culture:

- Treats all clients, employees, and visitors with caring, kindness, respect, and dignity.
- Helps to create an environment that values and appreciates diversity.
- Adheres to all Porchlight policies, procedures, code of conduct, and attendance rules.
- Maintains strict confidentiality of all information.
- Adheres to Porchlight policies in the use of computer technology and tele-communications devices.
- Conducts self within appropriate and expected professional boundaries and policies.
- Works with clients to eliminate barriers to shelter use.

Qualifications:

- Sincere respect for disadvantaged individuals.
- Team orientation with respect for others.
- High ethical standards.
- Required: HS Diploma/HSED; Food Safety/Preparation Training Certificate
- Preferred: Bachelor's Degree
- Required: 1-3 years previous kitchen supervision/management experience
- Preferred: Previous teaching, social work, or advocacy work preferred
- Valid Wisconsin Driver's License; clean driving record.
- Must have or be able to obtain ServSafe Food Protection Manager Certification and Acidified Foods Better Process Certification within 12 months.
- Must have dependable transportation and access to a registered and insured vehicle

Physical Demands:

The following physical demands are representative of those required by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

- Indoor environment: open office, shelter dormitories, facilities, etc.
- Outdoor environment: parking lot, grounds, on-site trailer, etc.
- Exposure to weather, extreme heat/cold, loud noises, fumes, airborne particles, toxic/caustic chemicals, risk of electrical shock and vibration
- Sitting
- Standing, kneeling, walking
- Bending, stooping
- Reaching, pushing, pulling
- Climbing stairs
- Lifting, carrying 50+ pounds
- Repetitive, fine hand, finger, and foot movements
- Typing/data entry to complete timesheets
- Talking, hearing, interacting with coworkers, vendors, participants
- Close vision
- Distance vision, field of vision, color/depth perception

Physical Qualifications:

- Seeing, hearing, speaking
- Reading, writing
- Basic English comprehension, written and oral communication
- Ability to lift 50+ pounds

It is our policy not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, disability/handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, sexual orientation, political beliefs, or student status.

