



## **Kitchen Manager Job Description**

Community Assistance Network, Inc. (CAN) was founded in Baltimore County, Maryland in 1965 to eliminate the root causes and consequences of poverty. We presently serve clients in Baltimore County and surrounding jurisdictions and manage multiple programs providing a variety of services. CAN also operates two of Baltimore County's largest homeless shelters: The **Eastside Family Emergency Shelter**, located in Rosedale, and the **Westside Men's Emergency Shelter**, located in Catonsville.

*CAN's mission is to work in partnership with the community to develop, operate, and support programs that reduce vulnerability and promote personal growth, dignity, stability, and self-sufficiency among people in Baltimore County experiencing economic challenges.*

Under the umbrella of CAN, the Homeless Shelter's mission is to provide a safe, clean, and supportive community which helps stabilize homeless men, women, children, and families by promoting self-worth, providing linkages to community resources, and encouraging personal responsibility.

### **Position overview**

The Shelter Kitchen Manager will be responsible for organizing and cooking for the Eastside Family Emergency Shelter and Westside's Men's Shelter kitchen, including managing the contents of the refrigerators and freezers, the pantry and walk-in, planning weekly meals and creating menus based on available food items, and training and assisting staff and volunteers during mealtimes. The Kitchen Manager will also help schedule Meal Providers, work with donors and volunteers, and purchase items as needed for the kitchens.

### **Critical Performance Factors**

#### ***Essential***

Organize the Family Emergency and Men's Shelter kitchen.

Create and maintain systems for labelling & storing all food donations in pantries, freezers & walk in. Determine which kitchen appliances to keep & which to remove.

Designate workstations. Create and maintain cleanliness & sanitation systems and guidelines for all staff to follow (based on USDA recommended standards).

### **Weekly Meal/Menu Planning**

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#### **Equal Opportunity/Affirmative Action Statement**

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Candidate will plan meals for all lunches & dinners that are not provided by outside donors (approx. 7 lunches and 2-4 dinners, per week).

Candidate will utilize donated pantry and walk-in items each week.

Create recipes/ recipe folder for meals that can be cooked throughout the week as determined by manager. Process and prepare meals, schedule volunteers to assist with cooking and production.

### **Training and Assisting Staff & Kitchen Volunteers during Mealtimes**

In conjunction with Meal Planning, candidate will manage food production and assist staff and volunteers in learning cooking techniques.

In cooperation with the Volunteer & Donations Coordinator, candidate will train and assist kitchen volunteers with meal preparation.

### **Coordinate and oversee Kitchen Programming**

Candidate will assist and oversee additional food and kitchen programming as needed.

When possible, candidate will orient volunteers and new food providers to the Family Resource Center and Men's Shelter kitchens and the systems therein.

### **Is this opportunity right for you? The ideal candidate will have the following personal competencies and characteristics:**

#### **Qualifications**

The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and abilities required.

Social and economic issues creating poverty, working successfully with practices and techniques related to people with low income to achieve greater self-sufficiency.  
Basic principles of confidentiality, crisis de-escalation, assertive engagement, and trauma informed care.

Must be self-motivated & self-directed.

Must be very well organized and interested in collaborating on a system for accepting and tracking donations.

Communicate clearly and respectfully with Shelter residents, guests, volunteers, and donors.

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Be culturally sensitive to diverse client populations. Experience in customer service, food service, and/or emergency services preferred.

Must have the ability to keep track of donor's names and organizations and refer to them in order to maintain close relationships with donors.

Computer literacy and experience with Microsoft Office. Valid State of Maryland driver's license and transportation required.

Minimum: AA Degree preferred or equivalent work experience. Willing to consider management experience in lieu of degree.

**Signature:**

**I have read and do understand and accept the responsibilities as the Kitchen Manager of the Community Assistance Network, Inc. (CAN).**

\_\_\_\_\_  
**Employee's Name:**

\_\_\_\_\_  
**Employee's Signature:**

**Today's Date:** \_\_\_\_\_

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