



Job Posting

Position: Community House Kitchen Coordinator

Reports to: IFC Residential Services Director

Status: Part-time, 20 hours per week Monday through Friday 2:00pm-6:00pm; Must be available to work holidays

Compensation: \$13.46 per hour with sick leave benefits

Seeking responsible, organized applicant with kitchen experience for Kitchen Coordinator position at IFC Community House shelter for men. Must be interested in providing quality meals to individuals experiencing homelessness and able to function well in a fast-paced environment.

Responsibilities:

- Works with IFC Community Kitchen, grocery stores, restaurants, university, retirement centers, and other food providers, to ensure ample food donations/purchases to creatively prepare and plan free healthy meals at breakfast and dinner daily, plus lunch on weekends.
- Coordinates kitchen volunteers, including recruitment, orientation, training, scheduling, and continued support; performs volunteer duties (food pick-ups, food sorting, cooking, monitoring, etc.) when regularly scheduled volunteers are unavailable. Acts as primary daytime source of information about kitchen services.
- In collaboration with Residential Services Director and Finance and Operations Director, arranges for the repair, purchase, and installation of kitchen equipment as needed, in accordance with budget.
- Orders, receives, organizes, and stocks food donations, paper goods and kitchen supplies.
- Coordinates food distribution with the IFC Food Pantry, Community Kitchen, HomeStart, and other local non-profit agencies so that any food surplus can be distributed and not wasted.
- Ensures that the Community House kitchen complies with all food safety regulations, including Inter-Faith Food Shuttle rules and regulations. This includes making sure volunteers and residential safe serve staff understand basic food safety and follow food safety guidelines. Ensures cleanliness of kitchen and storage areas.
- Attends staff meetings and trainings as scheduled.
- Uses internal computer database for meal count tracking, communication with other staff, etc.

Qualifications:

- Experience cooking for large groups of people, using portion control, in commercial kitchen setting
- Knowledge of food and kitchen safety procedures
- Experience managing volunteers, including recruitment, training and supervision
- Excellent organizational and interpersonal skills, including verbal, written and computer communication skills
- Ability and desire to work with people of different backgrounds and personality types
- Experience working with low-income and/or homeless individuals
- Physically able to lift boxes, bags, and pans of food (50 lbs)
- Valid NC driver's license

Please email resume and application to skilpatrick@ifcmailbox.org. Position open until filled.