



Job Title: Tomasso Community Kitchen Manager

Location: 241 Arch St., New Britain, CT

Schedule: Monday - Friday, Hours flexible

Type: Exempt, Full-time. Salary ranges from \$24/hr-\$27/hr, based on experience and funding availability.

Job Purpose: The primary function of the Tomasso Community Kitchen Manager is to cook, serve, and manage day to day operations of the kitchen to ensure efficient operations for FSC's Interim Housing and Hope Connection Center clients.

Duties and Responsibilities:

- Instill the mission of the FSC in your daily work: "Our work is love made visible".
- Demonstrate the ability to work with diverse populations, individually and as a part of a team, with a commitment to ending homelessness in our community.
- Prepare and maintain a weekly menu, serving meals Monday- Friday;
- Prepare and maintain weekend menus, providing clear instruction for serving to residential staff for adherence to food safety on evenings and weekends;
- Between December 1-March 31 annually, prepare meals for the Agency's Cold Weather program;
- Train staff and volunteers during onboarding process for kitchen/ food safety;
- Supervise volunteers/kitchen staff in preparing, cooking, and serving meals;
- Coordinate intern and volunteer schedules with Investments and Partnerships Department;
- Order food and related items for Tomasso Community Kitchen to ensure that adequate food is available for scheduled meals and that monthly orders are within the program budget;
- Oversees delivery of food and provides invoices to accounting staff and supervisor
- Ensure that the kitchen program is in compliance with the Health Department, keeping kitchen equipment and storage areas thoroughly cleaned and stocked in accordance with the rules and regulations of the Health Department;
- Ensure that items (pots, pans, utensils, slicer, etc.) used to prepare meals are washed, dried and put away, counters are wiped after mealtime.
- Ensure that all food is handled and stored in accordance with the rules and regulations of the Health Department;
- Ensure all food is stored neatly upon delivery in the kitchen or basement;
- Utilize Harm Reduction model and Trauma Informed approach during delivery and services;
- Maintain accurate records, which include, but may not be limited to the following: allergy tracking; gift/in-kind donation forms, agency/funder statistics, and daily menu changes;
- Maintain oversight of ServSafe Certification of residential staff, ensuring completion within 30 days of hire, overseeing expiration dates;
- Provide supervision and feedback to Sous Chef, interns, and volunteers, working collaboratively with agency and Community leadership to ensure operations and communication is running smoothly;
- Attend workshops, meetings and training as necessary to be informed of regulations and changes as requested;

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice at the discretion of the employer.

Qualifications/Requirements:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- **Education:** Must have ServSafe Manager certificate, or must obtain within first week of hire as a condition of employment;
- **Community:** Staff is a dependable team player within their department, across departments, and with community colleagues (when appropriate); consistently at work and on time, reports to all scheduled shifts; follows instructions, responds to management direction; staff's communication style invites collaboration;
- **Initiative:** Staff is proactive in identifying and resolving issues, versus leaving them for someone else; staff is solution-focused, and takes pride in their work; able to oversee day-to-day operations of self and a team, staying ahead of deadlines and maintaining productive time-keeping for self and others; solicits feedback to improve personal performance, and completes tasks in a timely and accurate manner;
- **Accountability:** Staff acts with integrity and practices ethical decision-making; takes responsibility for mistakes instead of making excuses, and uses challenging experiences as opportunities to improve; able to navigate hard conversations with staff, participants, and peers with respect;
- **Creativity:** Staff is flexible, and engages in outside-of-the-box thinking to ensure work is completed and good decisions are made; open, accountable, and able to work with individuals from various backgrounds and at different skill levels; able to multitask and manage crises;

Physical Requirements:

The physical requirements described below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The ability to safely operate a motor vehicle to transport oneself, others and program supplies as necessary.
- The physical ability to travel to assigned locations, stand, stoop, bend, reach, pull, push, lift, grasp, climb, talk, see, hear and perform basic and light home maintenance activities, and operate office equipment.
- The physical ability to move and lift light objects up to 30 pounds such as mail, supplies, files, and equipment.
- The ability to operate office equipment requiring continuous or repetitive hand/arm movements.
- The ability to remain in a sitting position for extended periods of time.
- Maintain auto insurance minimum limits as follows – 1) single liability limits of \$100,000 Bodily Injury Per Person / \$300,000 Bodily Injury Per Accident / \$50,000 Property Damage OR Combined Single Liability Limit of \$300,000 (this combines the bodily injury and property damage into one limit per claim) and annually provide a declarations page to the Director of Human Resources.