



Healthy Chesapeake is seeking a part-time Assistant Kitchen Manager.

OVERVIEW

Join our team at Healthy Chesapeake and make a difference in the lives of children and families in need in the role of Assistant Kitchen Manager, at our production kitchen at ForKids Inc.

In partnership with ForKids, family homeless shelter, Healthy Chesapeake supports the combined mission of reducing food insecurity, developing food literacy, nutrition education and increasing healthy food access through the Healthy Chef program. Children and families receive nutritious meals and snacks to help support daily nourishment and healing while families are experiencing difficult life transitions. Our focus is delivering healthy, delicious comfort food to promote healing and overall, wellbeing. We are seeking an individual to help support the success of these programs, who is like-minded with a strong skill set, organized, and wants to help make a difference in the lives of children and families in need.

The Assistant Kitchen Manager role is to develop, organize and oversee kitchen operations in direct collaboration with Program Manager, Head/Executive Chef and Sous Chef. Responsibilities include food prep/cooking as needed, developing daily and weekly production sheets, inventory management and organization, maintaining safety and sanitation records, cleaning schedules, assist in staff training, volunteer support, training and organization, managing kitchen calendars, event planning/management, catering prep/planning, programming preparation, cooking class prep/assistance, meal kit prep/packaging, garden support, vendor and foodbank support including ordering, scheduling, organizing, fulfilling pickups weekly or biweekly, strong communication and PR management skills, and ensuring the delivery of nutritious and delicious meals to the children and families we serve; in direct coordination with our Healthy Chesapeake leadership team.

DUTIES AND RESPONSIBILITIES

- Promote health & safety in the workplace ensuring all food safety, sanitation and health regulations are met daily by all staff members and volunteers, upholding, and enforcing these regulations by maintaining a clean and organized kitchen environment. Assist all staff to be successful in these standards.
- Assist Head/Executive Chef and Sous Chef in training and supervising kitchen staff, focusing on how to properly accept food deliveries, stock deliveries FIFO, proper equipment use, safety training, proper sanitation and cleaning duties, ensuring proper food safety is understood and executed at all times, front of the house duties, teaching how to work with partners and volunteers.
- Collaborate with the Head/Executive Chef to maintain inventory levels and coordinate with suppliers to ensure the availability of fresh ingredients.
- Support the Head Chef in developing and implementing creative and healthy menu options tailored to meet the nutritional needs of children, considering dietary restrictions and allergies.
- Responsible for developing and posting weekly production lists and cleaning schedules for all staff in direct collaboration with Head/Executive Chef and reviewing with Sous Chef to execute these plans clearly and efficiently with staff.

Healthy Chesapeake, Inc. is an equal opportunity employer. All applicants, volunteers, and interns will be considered without attention to race, color, religion, gender, gender identity, sexual orientation, national origin, veteran, or disability status.

- Assist in supervising kitchen staff members to ensure smooth workflow, adherence to culinary standards and production, and consistent meal quality.
- Assist in planning, coordinating, developing and executing events and special initiatives in collaboration with Healthy Chesapeake and/or ForKids organizations staff leadership teams, and any of their partners (gardens, meal kits, classes, etc).
- Assist in managing all aspects of kitchen operations, including food preparation, menu planning, meal service, managing kitchen calendars, programming execution, food delivery management, vendor and foodbank support including ordering, scheduling, organizing, fulfilling pickups weekly or biweekly, and other duties as required.
- Conduct weekly briefings with Head/Executive Chef and Sous Chef to develop production schedules, discuss weekly calendar commitments, caterings, events, Education department changes, Suffolk meal delivery, Shelter intakes and exits, Hotel family meal delivery, cooking classes, meal kits, Remediation department needs; discuss inventory, vendor orders and schedules (including foodbank), and any food cost concerns. Clear, respectful communication and collaboration with all staff, volunteers and partners is vital to everyone's success.
- Participate in monitoring and maintaining kitchen equipment, ensuring proper functioning and safety, reporting major areas of concern to Head/Executive Chef or directly to ForKids Facility staff.
- Manage volunteer relationships, oversee volunteer duties and training.
- Work with Program Manager and Head/Executive Chef to develop staff shift schedules, cost reports, inventory tracking, kitchen supply purchasing while maintaining budgetary requirements.

QUALIFICATIONS:

- Previous experience in kitchen management or supervisory role within a professional kitchen environment.
- Substantial culinary skills and knowledge of food preparation techniques, flavor profiles, allergies, and nutrition.
- ServSafe® Manager certification recommended; State Food Safety certification accepted. Full understanding of food safety and sanitation regulations, with the ability to enforce them effectively.
- Strong leadership and communication skills to assist in managing and motivating a team.
- Strong organizational and time management skills with the ability to delegate tasks and assist in handling multiple duties and deadlines.
- Flexibility to work day and evening shifts M-F; Weekends and holidays occasionally requested, not required.
- References required.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Kitchen Manager will be required to follow any other instructions and to perform any other related duties as assigned. Healthy Chesapeake, Inc. reserves the right to update, revise or change the job description and related duties at any time. Salary commensurate with experience.

Qualified applicants please submit a cover letter, resume, and references to info@healthychesapeake.org. No phone calls, please.

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