



Support and
Shelter for
Overcoming
Homelessness

Job title	MRC Kitchen Manager		
Reports to	Director of Homeless Men's Services	Position Status	Full-Time
Salary Range	\$17.00/hour to start	Assignment	Regular/Benefitted
EEO Class	Mid-Level Officials and Managers	FLSA Status	Exempt
Shift	40 hours/week		

Job Summary

The Road Home seeks employees that have a deep commitment to the mission of serving adults and families that are experiencing homelessness. The MRC Kitchen Manager will oversee and manage the kitchen and Kitchen Staff at South Salt Lake's new Men's Resource Center.

The MRC Kitchen Manager will assist in the operation of kitchen duties at the new Men's Resource Center, including assisting with food planning and preparation, ensuring proper food handling practices, and maintaining safe and sanitary conditions of the facilities and equipment.

Duties and Responsibilities

1. Supervises Kitchen Staff and creates kitchen staff schedules.
2. Assists in developing menu plans in collaboration with delivered meals.
3. Ensures meals are served at scheduled times each day.
4. Collaborates with Volunteer Coordinator to provide the clear direction of food services and general overall operation of the kitchen with the kitchen volunteers and teach safe food handling practices.
5. Trains all kitchen volunteers in duties related to the kitchen and to meet all cleanliness standards when performing food related tasks, teach safe food handling practices; ex: appropriate clothing and footwear, hairnets, gloves or aprons.
6. Maintains/organizes kitchen, food storage locations, and all equipment to ensure all is in proper working order and to meet all Health Department standards.
7. Coordinates, sorts and picks up all food order, delivers and donations, and ensures all adequate supplies are maintained for the kitchen.
8. Completes and submits monthly inventory.
9. Oversees food storage and food handling practices to maintain the kitchen and food service areas according to safe food handling regulations.
10. Coordinates any kitchen maintenance needs, upkeep procedures, and works with both the Volunteer Coordinator and the Director of Homeless Men's Services for maintenance needs.

11. Develops positive relationships with volunteers, guests, and agency staff.
12. Acts as a member of a cohesive team.
13. Other duties as assigned.

Education and Experience

High School Diploma or GED required.

Experience working with diverse populations preferred.

Minimum one year supervisory experience preferred.

Skills and Requirements

1. Excellent customer service skills and the ability to communicate effectively.
2. Ability to communicate effectively and handle difficult situations with professionalism, compassion and from a Trauma Informed Care perspective.
3. Understanding of the Housing First philosophy. Willingness to have conversations with guests about housing.
4. Good computer skills.
5. Ability to supervise a team.
6. Excellent team player.
7. Ability to prioritize tasks and be flexible in responding to changes.
8. Reliable and dependable, including attendance.
9. Must have valid ServSafe certification.
10. Must possess a valid driver's license and be insurable on the agency auto policy.
11. Must pass pre-employment background check and drug screen.

Physical and Equipment Requirements

Ability to lift 50 pounds

Ability to stand and walk two or more hours at a time

Ability to operate kitchen equipment

Instructions to Apply

To apply, email resumes@theroadhome.org. Please include the job title, **MRC Kitchen Manager**, in the subject line.

The Road Home is an Equal Opportunity Employer