

KITCHEN LEAD

POSITION DESCRIPTION:

Responsible for reviewing weekly menus and ordering food and supplies. Performs food preparation duties as assigned.

KEY AREAS OF RESPONSIBILITY:

1. Assists in the development of cycled, weekly menus.
2. Reviews weekly menus and food and supply requests in order to place order with food service and supplies purveyors.
3. Ensures that orders placed with purveyors are filled and delivered as ordered.
4. As needed, consults with the agency contracted dietitian regarding special diets and the approval of weekly menus.
5. Maintains positive communication with program staff to facilitate food orders and the pick up of food and supplies.
6. Organizes and maintains the central kitchen to facilitate a smooth, positive process in picking up food and supplies.
7. Responsible for meal preparation as assigned.
8. Assumes general responsibility for the upkeep of the kitchen.
9. Demonstrates a high degree of skill in communication and positive interaction with all Ryther employees, prospective employees, external agencies/companies and the community at large.
10. Performs all other duties as assigned.

ESSENTIAL JOB REQUIREMENTS:

1. Acceptance of a variety of lifestyles, behaviors, cultural, and spiritual practices.
2. Ability to work within the framework of a team.
3. Effective verbal communications skills.
4. Valid Food Handler's Permit.
5. Commitment to the Vision, Values and Mission of the agency.
6. Ability to maintain positive communications and working relations with purveyors and sales representatives.
7. Ability to work with others in a position of responsibility.
8. Ability to exercise discretion and maintain customer and employee confidentiality.
9. Ability to complete emergent assignments within the time frame identified by the supervisor.
10. Ability to perform a range of physical motions including but not limited to: lifting and carrying up to 40 lbs., standing, walking, sitting for long periods of time.
11. Ability to use the sense of sight to effectively perform responsibilities.

SUPERVISOR: Maintenance & Facilities Manager

If you are a person with a disability in need of reasonable accommodation to perform the essential functions and responsibilities related to your position, please notify your Program Director or Director of Operations (extension 235) as soon as possible.

I, _____, have read this and understand this is my
PRINT NAME
job description as an employee of Ryther.

Signature

Date