POSITION DESCRIPTION

POSITION TITLE: Kitchen Operations Supervisor
DIVISION: Operations
LOCATION: North Hollywood, CA
SALARY: $20.93 - $25.99

SUMMARY OF THE ORGANIZATION
LA Family Housing is a leader in homeless services and affordable housing development in Los Angeles. We believe that everyone deserves the dignity of a home and are invested in innovative solutions to ensure their long-term stability. With 35 years of experience, we know what works to end homelessness in people’s lives: an individualized approach that combines housing options with supportive services. Our commitment to best practice impacts 11,000 people each year, and our community-based approach allows us to influence how homelessness is addressed in Los Angeles and nationwide. Our growing portfolio of 26+ properties expand enables access for vulnerable groups to permanent homes and our services are helps them overcome their barriers to overall well-being.

We take tremendous pride in the emergence of our staff as national leaders in innovation, best practices, and policy within housing production and homeless services. From presenting at national conferences to facilitating service collaboration among providers in other regions, we equip our industry to effectively respond to homelessness and ultimately, move more people home, together. Join the fight to end homelessness and make a difference in people’s lives at LA Family Housing!

SUMMARY OF RESPONSIBILITIES
The Kitchen Operations Supervisor is responsible managing the cafeteria staff and kitchen operations. This includes, but is not limited to, ordering food and cafeteria supplies, serve the daily nutritional needs of residents of LAFH’s Interim Housing programs. The position is responsible for ensuring that meals are prepared in compliance with all safety and quality standards, including ServSafe methods, and that best practices in food service are implemented. In collaboration with the Operations Manager, the Cafeteria Operations Supervisor is responsible for budget control and directly oversees the solicitation of and the disbursement of food donations and makes best use of these goods when possible for food preparation. In addition, the position is responsible for ensuring compliance with all City, State and Federal Programs related to food handling and operations. The Cafeteria Operation Supervisor is responsible for kitchen staff management, which includes but is not limited to supervision, motivation, evaluation, and discipline. This position also works closely with Programs and Development and Community Engagement staff to schedule and coordinate events and volunteer activities that will take place in the kitchen/cafeteria. The Cafeteria Operations Manager must use discretion and sound judgement in all areas of responsibility.

SPECIFIC DUTIES
Meal Planning
• Plans nutritional menus for all meals (breakfast, lunch and dinner) and posts weekly in advance of meals
• Order necessary food and food service supplies and equipment as needed
- Ensure regulatory health, sanitation, and safety standards are met in food storage, and preparation
- Collaborate with Operations Manager to control food and supply costs to ensure that cafeteria is operated in line with budgetary guidelines
- Ensure compliance with City, State and Federally funded programs as they relate to food services

Meal Preparation Services
- Supervise and/or participate in the preparation and service of all meals
- Ensure clean-up of kitchen and dining area after meals
- Supervise food service volunteers and/or community service individuals in the preparation, service and/or clean-up of meals
- Ensure that regulatory health, sanitation, and safety standards are met during food preparation, service and clean-up

Inventory and Equipment Control
- Maintain adequate inventory of food and supplies necessary to meet the nutritional needs of LAFH residents at all times
- Work with Operations Manager to ensure proper inventory controls and record keeping of all food/supply donations
- Ensure proper maintenance and timely repair of all food service equipment and facility maintenance

Administration
- Prepare and submit monthly reports of cafeteria usage and expenses
- Provide clerical support as needed to respond to questions, calls, letters, etc. regarding food service, kitchen facilities, and miscellaneous agency activities
- Work with Operations Manager to discuss staff training needs
- Schedule, supervise, motivate, discipline and evaluate the job performance of kitchen staff
- Attend meetings, conferences and trainings as determined by supervisor
- Work in coordination with the Development and Community Engagement Department with events, activities and to enhance the volunteer participation and experience
- Work closely with Program Management Staff on program events and needs
- Additional tasks, responsibilities and projects as assigned by supervisor

ACCOUNTABILITY AND REVIEW

Position reports to: Director of Operations

Performance review: Annual

DIRECT REPORTS

Number of employees receiving work direction: Six (6)

Position titles reporting to position: Cook
                            Kitchen Preparation Cook
The above statements are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.

- Dignity
- Perseverance
- Collaboration
- Leadership

MINIMUM QUALIFICATIONS

KNOWLEDGE AND SKILLS
- Food service/meal planning
- Supervision
- Safety and sanitation of food handling and storage
- Record keeping
- Basic bookkeeping/budgeting
- Excellent communication skills
- Maintain and execute confidential information according to HIPPA standards
- Obtain and maintain CPR/First Aid Certification
- Ability to pass post offer Tuberculosis (TB) clearances
- Travel is a regular duty for this position and is required 30% of the time
- Use of a personal vehicle to travel between worksites and other locations is required
- Must have and maintain a valid California Driver’s License and insurance in good standing

EDUCATION AND EXPERIENCE
- Degree in culinary arts; experience may substitute for education
- Position requires a minimum of two (2) years supervisory experience of a commercial kitchen as well as experience as a cook
- ServSafe Certification required

EMPLOYMENT CLASSIFICATION

FLSA Status: Non-Exempt
Payroll Status: Hourly
Work Schedule: Full-time

PHYSICAL DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client’s use of alcohol and drugs, and the lack of personal care. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations Employee is required to:

Walk and climb stairs; Handle, finger, grasp and feel objects and equipment; Reach with hands and arms; Communicate, receive and exchange ideas, information by means of the spoken and written word; Be mobile by moving oneself from place to place quickly and easily; Repeat various motions with the wrists, hands and fingers; Be able to have visual activity for (including, but not limited to) administrative and
clerical tasks; Drive personal vehicle in and around Los Angeles County; Be able to enter various buildings that may require climbing stairs. Be subjected to outside environmental conditions or indoor heat from working in kitchen. Use a desktop and/or laptop computer, copy, postage and fax machines. Complete all required forms in personal writing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you require an accommodation, please make sure to inform the Human Resources Department by the first week of employment. If an accommodation is not required at the time of employment, but is later required, you must inform the Human Resources Department of the need for accommodation at the time it is needed.

BENEFITS


EQUAL EMPLOYMENT OPPORTUNITY

LAFH is committed to providing equal employment opportunities for applicants and employees.

FAIR CHANCE INITIATIVE

LAFH is following the Fair Chance Initiative for hiring and will consider qualified applicants with criminal histories.

HOW TO APPLY: Email your resume and cover letter to HR@lafh.org