

Kitchen and Nutrition Program Manager

Job Purpose

The Kitchen and Nutrition Program Manager (KNPM) is responsible for overseeing and coordinating all food services at Bright Futures for Youth (BFFY). This involves overseeing all kitchen functions, including but not limited to meal planning, food purchasing, food grant management, receiving and preparation, and maintenance of quality standards, safety and sanitation. This position works closely with the Community Engagement Manager to train, supervise, and manage food service volunteers. Additionally, the KNPM oversees the development and implementation of nutrition curricula and activities as part of overall BFFY program impact area of wellness. This position is currently a part-time, non-exempt position and is supervised by the Associate Director.

Primary Duties and Responsibilities

Meal Program Coordination

- Develop menus and plan meals for all BFFY food services, providing appealing and nutritious meals for youth, and adults on occasion.
- Plan and execute menus and food shopping that maximizes use of food in BFFY storage and minimizes waste.
- Coordinate meals with BFFY program leaders weekly (confirm numbers, allergies, special events or requests, etc.).
- Ensure that kitchen is well-stocked with needed supplies, tools and equipment within our budget. Maintain tools and equipment.
- Ensure kitchen is kept organized and clean.
- Ensure “big room” is clean and sanitized after all BFFY activities and events.
- Ensure BFFY food-safety policies and procedures are maintained and up-to-date.
- Ensure we have the necessary inventory to deliver planned food services and rotate stock as needed.
- Oversee food grants by placing order in a timely manner, coordinating food delivery with grant providers, and adhering to grant budgets.
- Monitor the food program budget to ensure expenses are within budget.
- Provide appetizers, small meals or large meals for staff, volunteers, and/or board and donor events and oversee food and bar services at BFFY special events (including communication with outside catering staff for larger scale events).

Volunteer Program Support

- Orient, train, supervise and manage food service volunteers, and staff when taking on food service roles.
- Help make recruitment calls and/or emails to fill the holes in the food service volunteer schedule.
- Spend time getting to know the weekly food service volunteers, gather input on processes and procedures for their roles periodically, and aim to understand the ways in which they prefer to help.
- Work in the kitchen with food service volunteers and staff to relay instructions, review the recipe, assist in locating all ingredients, and be available for questions and build rapport.

Nutrition Program Development and Implementation

- Work with the Program Staff to plan a schedule of nutrition-related presentations and activities to BFFY youth throughout the year. May be implemented by KNPM or outside speakers and/or consultants.
- Oversee development and implementation of nutrition curricula and activities that are age-appropriate for each cohort, as well as some that can work with mixed age-groups.
- Ensure that nutrition curricula and activities are progressive (i.e. build on previous years) as youth grow through the program.
- Ensure that nutrition curricula and activities are clearly tied to BFFY program impact areas.
- Oversee Dehydrator project – work with key organizations and volunteers to implement pilot program with youth joining eventually.
- Work with senior staff to explore and develop culinary/hospitality internship program.

Facilities Maintenance

- Create, maintain and implement daily, weekly and monthly cleaning schedule for BFFY sites.
- Ensure BFFY is stocked with janitorial supplies as needed and in coordination with Building maintenance staff.

Other Duties and Responsibilities

- Attend program events, activities, camps and clinics as needed or requested.
- Attend and help with fundraising activities as needed or requested.
- Participate in regular staff and program team meetings.
- Perform other related duties as assigned by Associate Director or Executive Director.
- Provide general office or program support when needed.

- Willing to work occasional weekends and evenings.
- Maintain a professional appearance.
- Maintain full confidentiality about youth and their families at all times.

Qualifications

Education/Experience

- Work experience in meal preparation and planning is required. Some post-secondary education or work experience in administration, child development or program support is a plus.

Knowledge, skills and abilities

- Excellent customer service skills
- Ability to manage multiple tasks at one time
- Ability to work under pressure and to stick to timelines
- Attention to details

Proficiency in the use of computers for:

- Word processing
- Excel
- Data entry

Personal characteristics

The Kitchen and Nutrition Program Manager should demonstrate competence in some or all of the following:

- **Behave ethically:** Understand ethical behavior and business practices, and ensure that their own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on client needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Equal Employment Opportunity

Bright Futures for Youth provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Bright Futures for Youth may change the specific job duties with or without prior notice based on the needs of the organization.