

Kitchen Manager

Wayside Food Programs – Portland, Maine

ABOUT WAYSIDE:

Wayside Food Program is committed to bringing people together around the sharing of food. Our programs include Community Meals, Mobile Food Pantries, Pop up Picnics, The Catering Collective, Kids Healthy Snacks and an award-winning Food Rescue Program. All our work is directed by our core values: Practice Inclusive Hospitality; Reflect Generosity; Cooperate & Reciprocate; Cultivate Relationships; Develop Innovative Solutions and Steward Responsibly. We believe that solutions to food insecurity require holistic approaches and collaboration, so everything Wayside does is in partnership with other organizations and groups.

Wayside's work culture includes creative decision making, flexibility, teamwork, respect, open communication, and inclusiveness. We encourage a healthy life/work balance that supports creative and intellectual growth and professional development.

JOB DESCRIPTION:

Wayside Food Programs is hiring a Kitchen Manager to join our team of eleven! This senior position is primarily responsible for planning and overseeing the preparation of our growing weekly Community Meals, special events through our Catering Collective, our annual Thanksgiving Dinner, summer Pop up Picnic series and other special events. As well as process, portion, and vacu-seal bags of grains, fruits, vegetables, and proteins for our Mobile Food Pantry Program. This position will work with and manage both volunteers and a part-time Kitchen Assistant. The Kitchen Manager also works closely with the Warehouse Manager to procure food donations for meal planning, as well as the Community Programs Manager who oversees the Community Meals Program.

DUTIES INCLUDE:

Reviewing food donations each week and coordinating menus based on donations while managing a small purchasing budget;

Working with other staff and community partners to order food and supplies for programs, while tracking purchases in a spreadsheet;

Working with Kids' Healthy Snacks Program Manager to order food when needed, tracking purchases

Kitchen upkeep including equipment, cleaning schedule, tools, and food;

Scheduling and supervising a broad and diverse network of kitchen volunteers;

Coordinating a meal delivery schedule and supervising Kitchen Assistant;

Coordinating food safety training for volunteers and community partners;

Overseeing kitchen rentals and other programs that utilize Wayside's kitchen;

Attending meetings and strategic planning sessions as needed.

REQUIREMENTS:

Kitchen management experience & education; knowledge of nutrition and dietary standards a plus;

Food safety knowledge and training-Serv Safe certification preferred;

Volunteer/ Kitchen staff management;

Experience preparing food for delivery;

Flexible-able to be creative in planning menus from food donations and last-minute adjustments based on available ingredients;

Ability to keep volunteers engaged with meaningful tasks;

Able to teach proper kitchen safety and cooking techniques to volunteers of varying skill levels.

HOW TO APPLY:

Email a cover letter, resume, and three references (name, contact information, and relationship) by Wednesday, July 13th to mzwolinski@waysidemaine.org

Location: Portland, Maine

Compensation: \$20.00/hr

This is a full-time job at 36 hours per week, Monday – Thursday 7-3PM and Friday 8-12PM, with some flexibility. Rare weekend and evening shifts may be required for special events.

This position includes benefits such as health and dental insurance, PTO, and an employer-matched retirement account.