



KITCHEN DIETARY MANAGER

The Epiphany Center, a non-profit social services agency in San Francisco, provides client-centered care to a diverse population of children, women, and families who are the most vulnerable in our society. Our purpose is to strengthen family life and to enhance the physical, social-emotional, intellectual and spiritual growth of each person in our care.

POSITION OVERVIEW

The Kitchen Dietary Manager is responsible for training and the preparation of all food services for the agency.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential job duties and meet the qualifications listed below:

1. Must have a Bachelor's degree with course work in nutrition and relevant culinary experience.
2. Maintains a valid CA Driver's License and good driving record.
3. Maintains working knowledge of good food and nutritional practices and experience in food safety management services.
4. Is ServSafe Certified.
5. Ability to do food preparation for large agency functions.
6. Requires knowledge of menu planning and proper operation of kitchen equipment.
7. Ability and experience to work with and educate clients in food preparation and menu planning.
8. Ability to teach clients who basic culinary skills and facilitate cooking classes.
9. Must meet agency conditions for employment including requirements for Child Abuse Index and Fingerprinting clearances.

RESPONSIBILITIES

1. Meets weekly with Chief Operating Officer for on-going supervision.
2. Supervises, instructs, and counsels clients in food preparation, nutrition, menu planning, and other home economic activities individually and in groups.
3. Oversees the menu planning, food ordering and inventory.
4. Manages all requirements: state licensing requirements, San Francisco and State Board of Health requirements, Food Bank requirements.
5. Prepares food as necessary for residents and for special events, in conjunction with clients and program staff.
6. Maintains a sanitary environment in all areas of the kitchen and dining room and ensures proper disposal of recycling, compost and trash are followed.
7. Ensures safe functioning and care of equipment and small appliances.
8. Orders, stores, and distributes kitchen supplies.

9. Maintains records according to policies and needs of the Business Office (inventory, recap sheets, receipts, and purchase orders, etc.).
10. Reads and interprets department documents such as safety rules, operating and maintenance instructions, and procedure manuals.
11. Practices and models excellent food and safety hygiene for clients.
12. Handles sensitive and confidential information effectively.
13. Works well in group problem solving situations.
14. Effectively communicates with coworkers (individual and groups), clients, and personnel associated with outside agencies.
15. Required to drive agency vehicles.
16. Performs effectively and professionally under pressure.
17. Acknowledges safety policies and procedures and reports potentially unsafe conditions.

BENEFITS

This is a full time position (40 hours/week) with excellent benefits including medical, dental, vision, employer-paid life insurance, 401K retirement plan, Aflac voluntary plans, paid holidays and vacation, and sick leave.

APPLICATION PROCESS

To apply for this position, please submit your resume with a cover letter.

Epiphany Center is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation, health status or national origin.