



## COOK / KITCHEN SUPERVISOR

Epiphany Center, a non-profit 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

Do you have a passion for cooking and developing nutritionally balanced meals? Interested in making a difference and positively impacting women who are recovering from substance abuse?

The cook/kitchen supervisor is responsible for all aspects of the kitchen; creating and executing a menu, ordering food, keeping kitchen clean and organized, washing dishes and teaching cooking classes to the women.

### QUALIFICATIONS

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

- Must have a culinary degree or three years of experience managing a kitchen.
- Must have culinary teaching experience and be able to facilitate cooking classes to a diverse population of women.
- Must be able to plan and execute a nutritionally balance menu for all clients and their children.
- Relevant coursework in nutrition a plus.
- Ability to efficiently manage a comprehensive kitchen budget.
- Able to effectively utilize ordering platforms for food delivery.
- Maintains a valid CA Driver's License and good driving record.
- Maintains working knowledge of nutritional practices.
- Experience in food safety management services.
- Requires knowledge of menu planning and proper operation of kitchen equipment.
- Ability to teach clients basic culinary skills and facilitate cooking classes.
- Must meet agency conditions for employment including requirements for Child Abuse Index and Fingerprinting clearances.
- Ability to perform food preparation for large agency functions (80-100 people) monthly.
- ServSafe Certified

### RESPONSIBILITIES

- Meets weekly with Chief Operating Officer for on-going supervision.
- Supervises, instructs, and counsels clients in food preparation, nutrition, menu planning, and other home economic activities individually and in groups.

- Oversees the menu planning, food ordering, shopping and inventory.
- Manages all requirements: state licensing requirements, San Francisco and State Board of Health requirements, Food Bank requirements.
- Prepares food as necessary for residents, childcare and for special events, in conjunction with clients and program staff.
- Maintains a sanitary environment in all areas of the kitchen and dining room and ensures proper disposal of recycling, compost and trash.
- Ensures safe functioning and care of equipment and small appliances.
- Orders, stores, and distributes kitchen supplies.
- Maintains records according to policies and needs of the Business Office (inventory, recap sheets, receipts, and purchase orders, etc.).
- Reads and interprets department documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Practices and models excellent food and safety hygiene for clients.
- Appropriately handles sensitive and confidential information.
- Effective in problem resolution.
- Effectively communicates with coworkers (individual and groups), clients, and all personnel associated with outside agencies.
- Required to drive agency vehicles.
- Performs effectively and professionally under pressure.
- Acknowledges safety policies and procedures and reports potentially unsafe conditions.
- Must have good time management skills.
- Must be able and willing to be flexible and adaptable to the needs of the agency.

#### BENEFITS

Epiphany Center provides an excellent benefits package for regular full and part time employees including employee health, dental, vision, 100% employer-paid life insurance, 401K retirement plan, Aflac voluntary plans, Employee Assistance Program, paid vacation, paid holidays and sick time.

#### APPLICATION PROCESS

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