



Job Title: Kitchen Supervisor

Location: Anna Ogden Hall, 2828 W. Mallon, Spokane

Status: Full-time; Monday through Friday, 9:00 AM to 5:30 PM

Responsibilities:

- Supervise all aspects of meal production under the guidance of the Director of Food Services
- Supervise, prepare, cook, serve and oversee cleanup of breakfast, lunch and dinner meals
- Staff your kitchen with a complete set of volunteer workers Monday to Friday. Maintain and post a written work schedule for volunteer staff.
- Train and supervise work crews of up to 10 personnel in the kitchen, dish pit and dining room. AOH kitchen workers include resident workers and volunteer groups who prep, cook and serve meals, including weekend meals.
- Occasionally prepare food for special events
- Plan menus using donated food (includes keeping current on what donated food is on hand)
- Maintain Washington State Food Worker Card, Serve-Safe certification, and all UGM policies, SRHD food safety standards and OSHA workplace safety standards

Required Qualifications:

- Minimum of two years' experience as a cook
- Ability to train kitchen workers and manage work crews to produce up to 100 healthy meals a day successfully, on time and according to planned menus
- Basic computer skills, food storage skills, inventory skills and purchasing skills to stay on budget
- Ability to select foods at UGM, shop for food and haul food freight to and from Anna Ogden Hall
- Ability to encourage resident workers, resolve conflicts, and display exemplary behavior
- Demonstrate passion for people in recovery and maintain a teachable attitude
- Possess current valid driver's license and be insurable to drive a company vehicle.

Preferred Qualifications:

- A culinary degree or three years' combined experience cooking in a commercial or institutional kitchen
- Experience working with homeless women or women in recovery.
- Experience operating a Rational brand combi oven.

Compensation: \$13.73 – \$15.79 hourly hiring range (depending on experience)

Must be committed to the Christian faith and comply with drug-free and tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment, competitive wages and excellent benefits: medical, dental and retirement. Submit a letter of interest and resume to:

UNION GOSPEL MISSION
teri.munson@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509.535.0315