

Manager of Kitchen and Community Operations Shobi's Table

Job Description:

The Manager of Kitchen and Community Operations at Shobi's Table is responsible for maintaining a hospitable, effective, collaborative and community-driven kitchen. The MKCO is in charge of the logistics of culinary arts, health and safety practices, the volunteer experience, and community connections. They create an organized and welcoming kitchen experience with knowledgeable and creative cooking skills, and guiding and teaching volunteers. They help build a strong infrastructure of skill and hospitality from which the ministry will grow. They will also be responsible for inventory management, coordinating volunteers and other community connections beneficial to ministry partnership.

Requirements and Qualities:

- Skilled, comfortable and generous in teaching cooking and baking from-scratch, creative and simple meals for small to large groups (15-300).
- Oriented towards the purpose of ministry - that we are invited to share Good News through a good meal.
- Able to collaboratively menu and organize from-scratch meals efficiently and creatively.
- Attuned to efficiency, hospitality and adaptability to nurture a well-working kitchen.
- Balances self-motivation and working in a team.
- Able to teach and encourage kitchen skills and have a hospitable and welcoming manner.
- Community-oriented, reaches out towards building partnerships and relationships.
- Exemplify and teach clean and safe cooking practices.
- Proficient or a quick learner in Google Drive (Docs, Sheets, etc) and other web-based applications (SignUpGenius, etc.)
- Able to carry 25-50#, and stand for long periods of time.
- Must carry a current Certified Food Protection Manager card, approved by the State of Minnesota. (If not a CFPM, Shobi's Table will arrange for the class and test as soon as possible post-hire.)
- Have access to a reliable mode of transportation to carry groceries.

Duties:

- Manage kitchen inventory - coordinating and executing the purchase and transportation of all food and kitchen goods.
- Collaboratively create and serve delicious, nutritious, from-scratch menus each week.
- Train and work with volunteers (and coordinate on an as-need basis).
- Schedule kitchen staff and volunteers.
- Drive the food truck as needed.
- Coordinate and execute kitchen cleaning practices to maintain a commercial kitchen.
- 1-3 caterings per month (flexibility to be available for most is a plus)
 - Catering opportunities will be scheduled well in advance in partnership with the Mission Developer. Typical catering opportunities might include: luncheons,

Wednesday night church dinners, occasional weekend events, Sunday morning coffee hours.

- Build and coordinate community relationships with other programs, individuals, etc.
- Coordinate food-based fundraisers and programs.
- Assist with grant writing as necessary.
- Attend monthly staff meetings.
- Other duties as necessary.

Hours:

- The MKCO can expect to spend about $\frac{2}{3}$ of their time in the kitchen and $\frac{1}{3}$ in the office. .
 - Office Week - 3 full days/week in the office (8am-4pm)
 - Kitchen Week (if leading) - 3 full days in the kitchen, 2 days split between office and kitchen.
 - Caterings - each event takes an average of 6 extra hours typically on a weekday evening or a weekend. Regular hours will be shifted to incorporate these hours.

Sample Schedule (may be adjusted):

- Monday - 11am-6:30pm (office work, menu day, then kitchen prep with volunteers)
- Tuesday - 8am-4pm (kitchen prep, lunch service, office work)
- Wednesday - 9am-5pm (office work, inventory management and shopping, kitchen prep with volunteers, possible cater day)
- Thursday - 8am-4pm (kitchen prep, lunch service, office work)
- Friday - 8am-4pm (kitchen prep, lunch service, office work)
- Sat/Sun - off (unless a cater event is scheduled. If so, other hours during the week will be shortened to compensate)
- Possible Schedule Shift: Kitchen shifts may be led on a rotating basis between staff members.

Wage:

- \$40,000/year salaried
- PTO accrual (includes sick and vacation time)
- Benefits - health insurance for employee OR compensation package, to be negotiated.
- Paychecks will come twice a month.

Reports to:

- (main) Director/Mission Developer - Kari Olsen
- Director of Evangelical Mission - Justin Grimm
- Shobi's Table Board of Directors

Locations:

- Kitchen at Christ on Capitol Hill, 105 University Ave West, St Paul, MN 55103
- Serving Sites at Bethlehem in the Midway, Faith Lutheran in Frogtown, and at the Capitol. Additional sites to be determined.
- Truck located at Gustavus Adolphus Lutheran Church - 1669 Arcade Ave
- Caterings - varied around the Twin Cities Metro

**Shobi's Table is an equal opportunity employer that does not discriminate on the basis of sex; race; color; disability; gender identity or expression; nationality; ethnicity; sexual orientation; marital, or parental status; or criminal history unrelated to this position.*