

Kitchen and Catering Manager Shobi's Table

Job Description:

The Kitchen and Catering Manager (KCM) at Shobi's Table is responsible for maintaining a hospitable, effective, collaborative and community-driven kitchen. They create an organized, clean, safe and welcoming kitchen experience with knowledgeable and creative cooking skills, and guiding and teaching volunteers. They manage the kitchen and catering schedule for 4-5 lunch days each week and 2-6 catering events per month. This position is essential to maintaining and improving the infrastructure of our pay-as-you-can cafe ministry to hold and grow Christ-centered relationships at the table.

Requirements and Qualities:

- Skilled, comfortable and generous in leading and teaching cooking and baking from-scratch, creative and simple meals for small to large groups (15-300).
- Ministry-oriented towards sharing Good News through a good meal.
- Hospitable, adaptable, organized and efficient in nurturing a well-working kitchen.
- Proficient or a quick learner in web-based platforms (such as Google Drive, etc.)
- Able to carry 25-50#, and stand for long periods of time.
- Must carry a current MN Certified Food Protection Manager card. (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.

Duties:

- Lead the creation, production and serving of delicious, nutritious, from-scratch menus each week.
- Manage kitchen inventory - purchase and transportation of all food and kitchen goods.
- Responsible for leading and teaching cleaning and safety practices of a commercial kitchen (main health department contact).
- Train, coordinate and work with volunteers.
- Schedule kitchen staff and volunteers.
- Manage and lead catering events - communications, scheduling, etc.
- Drive the food truck.
- Participate in general staff duties (staff meetings, communications, fundraisers).
- Other duties as necessary.

Hours:

- Average hours - 90% in the kitchen, 10% in the office
 - Catering Events (2-6 per month): Each event takes an average of 6 extra hours typically on a weekday evening or a weekend.

Sample Schedule (may be adjusted):

- Lunch days (4/week) - 8:30am-3pm
- Prep days (1/week) - 9am-5pm
- Catering days (weeknights - often Wednesdays, weekends) - often weekday evenings or lunches on weekends. Comp time available, as needed.

Wage:

- Low \$40Ks, depending on qualifications. Paychecks twice a month.
- PTO and additional all-staff vacation and project time (can be done off-site).
- Benefits - health/dental/vision, disability OR compensation package, to be negotiated. Retirement benefits after one year of employment.

Reports to:

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

Locations:

- Kitchen/office 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.*