



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Kitchen Manager (EP-041822—01)

Location: Marion, Illinois

Salary: TBD

Job Description

Employer in Marion is seeking candidates for a Kitchen Manager position. The Kitchen Manager is responsible for the day to day efficient operation of the kitchen. He/she will ensure food safety and the overall cleanliness of the kitchen and equipment. This is a non-supervisory position and reports to the Executive Director.

Typical duties and responsibilities

- Ensure cleanliness of kitchen surfaces, floors and equipment.
- Serve as primary lunch cook Monday-Friday.
- Notify Executive Director of any equipment that needs service or replaced.
- Ensure all donated, prepared food is properly labeled and dated for timely use and rotation.
- Rotate food kept in coolers, freezers and pantries and keep an inventory to ensure timely and appropriate use and rotation. This includes ongoing replenishment of pantry supplies and paper goods.
- Pick up food donations on scheduled and sometimes unscheduled days.
- Monitor supplies required for kitchen operations and make timely requests for necessary supplies.
- Ensure compliance of all guidelines provided by the Bi-County Health Department.
- Ensure compliance of all guidelines provided by the St. Louis Foodbank.
- Advise Executive Director of any changes or unusual occurrences that warrant attention.
- Ensure breakfast foods are available for security to put out for breakfast each morning.
- Keep individually wrapped snack foods in the eating area as available from donations.
- Ensure peanut butter, jelly and bread are available for residents in the eating area.
- Serve as a team leader to promote unity and harmony between residents, staff, volunteers, and non-employee workers.
- Assist volunteer cooks with the items they need for meal preparation along with any assistance they require.
- Provide guidance to non-employee workers such as TANF, community service or senior workers that are assigned to kitchen duties. This includes kitchen volunteers.
- Attend to other duties as assigned.

Qualifications

- Must be able to demonstrate initiative, good interpersonal skills and good communication skills.
- Must possess a knowledge of food safety requirements.
- Must maintain a current Food Service Sanitation License/Certificate as issued by the State of Illinois, Department of Public Health.

How to Apply

This employment opportunity is available at no cost to you! To apply, send your resume to:
EmilyPerks@mantracon.org

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