



**POZ CAFE KITCHEN / MENU SUPERVISOR**

**Job Summary:** Responsible for menu planning, kitchen operations, coordinating kitchen volunteers from sponsoring congregations, compliance with nutrition and health department guidelines.

**Job Impact:** The Poz Cafe Kitchen / Menu Supervisor will engage kitchen volunteers in providing a healthier, nutritious monthly lunch for people living with HIV/AIDS, ensuring safety and compliance with rules and regulations

**Qualifications:**

- working knowledge of menu planning for large groups with emphasis on balancing comfort foods, nutrition, and healthier eating
- personal repertoire of successful and healthier recipes
- current health department certification, or ability to obtain certification immediately
- working knowledge of state and county health codes for food storage, preparation, and serving
- familiar with HIV/AIDS nutritional issues
- experience in volunteer coordination
- able to supervise volunteers, especially those without experience in serving large numbers and working under health department regulations
- must be available from 7:30am-3:00pm on the 3<sup>rd</sup> Thursday of each month, the date of the lunch (the date and time may vary for December Poz Café)

**Duties and Responsibilities:**

- monthly menu planning for groups of 125-150 people
- create shopping list for monthly sponsors, including items, amounts, and estimated costs (through site visits to specific stores)
- attend one-hour monthly meeting with congregational representatives and Program Manager to review menu and shopping responsibilities
- aid sponsor volunteers in purchasing meal items as necessary
- be available for last-minute shopping and menu questions
- prepare and clean kitchen, and be prepared for Health Department inspections
- supervise kitchen volunteers in meal preparation, serving, and clean up, as well as training volunteers to ensure compliance with health department rules re sanitation and safety
- maintain files of each month's event, including recipes, changes to the shopping list/costs, relevant feedback, etc.
- manage inventory, communicate and coordinate for additional supplies needed
- attend quarterly meetings with Poz Cafe volunteers and Program Manager
- all other duties as needed

<b>Reports to</b>	Program Manager
<b>Work Schedule</b>	Part-time, 20 hours/month. Flexible schedule, evenings/weekend hours may be required
<b>FLSA Status</b>	Non-Exempt

To apply, submit cover letter, resume, and three references to [scott@tihan.org](mailto:scott@tihan.org)