

POZ CAFE KITCHEN/MENU SUPERVISOR

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

Job Impact: The Poz Cafe Kitchen/Menu Supervisor will engage volunteers in providing a healthy, 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 emphases on health and nutrition needs
- personal repertoire of successful and healthy 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

Duties and Responsibilities:

- monthly menu planning for group of 125 or more people
- manage inventory, coordinate with volunteer organization for additional supplies
- assist sponsor with shopping lists and contacts with Community Food Bank and local grocery stores
- aid sponsor volunteers in purchasing and preparing entree as necessary
- be available for last-minute menu questions
- prepare and clean kitchen
- guide volunteers in onsite preparation of all menu items
- supervise kitchen volunteers in preparation, serving, and clean up
- prepare serving tables and dishes
- prepare take-home containers
- supervise shut-down procedures
- be available for Health Department inspections at all times
- all other duties as needed

Reports to	Director of CarePartner Support
Work Schedule	Part time. 15 hours a month. Flexible schedule, some evenings and weekends required
FLSA Status	Non-Exempt

To apply, submit resume and three references to scott@tihan.org