



## Job Description

### KITCHEN COORDINATOR

**DEPARTMENT:** Operations

**REPORTS TO:** Assistant Director of Operations & Facilities

**HOURS/STATUS:** Part-time

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

#### JOB SUMMARY

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The Kitchen Coordinator interacts regularly with residents and their families to meet their dietary needs and works to ensure a continuous operation of the kitchen. Reporting to the Assistant Director of Operations and Facilities, the Kitchen Coordinator works to provide seamless dining services to all residents. They are responsible for the development of a healthy and inclusive menu, ensuring high standards of quality in food preparation, appearance, and appeal. They are responsible for maintaining and ensuring that health, safety and hygiene standards in food service are practiced and maintained. The Kitchen Coordinator is also responsible for maintaining a stocked pantry, taking the lead on any necessary food ordering and procurement through Willow's various suppliers. This position has a pay range of \$18-\$19 an hour, with a schedule of 11:30am- 5:30pm Tuesday, Wednesday, Thursday, Friday and Sunday.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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##### FOOD SERVICE OPERATIONS

- Leads menu planning for all residential populations.
- Maintains catalogue of recipes for rotating menus.
- Places the majority of food orders supporting weekly menus and staple needs.
- Keeps the dining area stocked and accessible for all residents outside of scheduled meals.
- Demonstrates the ability to use, maintain, and clean kitchen equipment.
- Maintains the kitchen, dining area, food storage, work areas, equipment, dishes and utensils in a safe and sanitary manner.
- Makes recommendations and plans to enhance kitchen operations.
- Performs other duties of a similar or related level as necessary.

##### HEALTH AND SAFETY

- Works with Shelter Leadership on identifying resident dietary needs and restrictions and prepares meals to accommodate.
- Creates and maintains a log of all dietary needs and restrictions for residents with notes recording any updates and incidents.
- Develops regular, healthy menus and follows standard recipes for food preparation.
- Develops alternative menus for all potential dietary restrictions
- Adheres to all regulations for safe food handling, storage, and preparation in accordance with the New York State Department of Health regulations.
- Develops and maintains labeling system to ensure food safety.
- Monitors food inventory and disposes of expired, damaged, or mishandled items.
- All organizational COVID-19 safety procedures are to be followed.

##### INTERPERSONAL AND ORGANIZATIONAL SKILLS

- Exhibits a caring and patient behavior towards all residents.
- Demonstrates positive interactions with all Willow clients, staff and community members using a trauma-informed approach.
- Demonstrates the ability to manage stress and to appropriately deal with challenges, changes, and crises occurring in the workplace.
- Safeguards the privacy of clients, staff, families, and all other stakeholders in every aspect of performing the job.

- Maintains confidentiality regarding all shelter and business activities, and completes all job responsibilities in an ethical and culturally-competent manner.
- Complies with all other Agency policies.

## OTHER ESSENTIAL DUTIES

- Must be able to lift packages or supplies weighing up to 50 pounds.
- Must be able to move about designated service areas to access ingredients and supplies.
- Must be able to routinely perform the manual labor associated with food preparation and service for large groups, and to stand for long periods of time.
- Attends and participates in required Agency meetings and trainings.
- Maintains confidentiality and completes all job responsibilities in an ethical and culturally competent manner.
- Other duties as assigned.

## QUALIFICATIONS

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- Minimum of a high school education; Associate's Degree in Food Service or a related field preferred.
- At least two years of professional food service experience preferred.
- Basic math skills.
- Excellent communication skills (verbal and written).
- Strong organizational skills.
- Must be adaptable and flexible.
- Ability to understand, influence and serve others.
- Ability to display a high degree of professionalism while keeping difficult situations in proper perspective.

## HOW TO APPLY

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Submit cover letter and resume by mail or email:

◦Mail: P.O. Box 39601, Rochester, NY 14604      ◦ Email: [HR@willowcenterny.org](mailto:HR@willowcenterny.org)

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

***We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.***

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.