

## Job Description

### KITCHEN ADMINISTRATOR

#### JOB SUMMARY

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The Kitchen Administrator interacts regularly with residents and their families to meet their dietary needs. The Kitchen Administrator must show a passion for the healing power of food to build a sense of community and lasting life skills. Reporting to the Director of Facility Operations, the Kitchen Administrator is a key member of the Willow Domestic Violence Center team and is responsible for the day-to-day food service requirements for the emergency shelter, prepares and serves the daily meals, and ensures high standards of quality in food preparation, appearance, and appeal. This position is responsible for maintaining and ensuring that health, safety and hygiene standards in food service are practiced and maintained. The hours for this position are Sunday-Thursday; 10:00am-6:30pm.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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##### FOOD SERVICE OPERATIONS

- Exhibits a caring and patient behavior towards all residents.
- Manages the routine preparation, cooking, and serving of food for 50 residents.
- Develops menus to reflect healthy, balanced meals to meet a range of dietary needs.
- Coordinates preparation in order to have meals ready to serve at scheduled times.
- Develops regular menus and follows standard recipes for food preparation; tests cooked foods to determine if properly cooked and seasoned, as well as for appetizing appeal.
- Prepares the quantities of food required with a minimum of waste.
- Maintains the kitchen, dining area, food storage, work areas, equipment, dishes and utensils in a safe and sanitary manner.
- Demonstrates the ability to use, maintain, and clean kitchen equipment.
- Orders and receives food deliveries; stores items properly to prevent spoilage.
- Develops recommendations and plans to enhance kitchen operations.
- Performs other duties of a similar or related level as necessary or assigned.
- Cultivates food donors and maintains positive relationships with existing food vendors/donors.
- Picks up weekly food donations.

##### DOCUMENTATION AND REPORTING

- Demonstrates accurate record keeping of ordering, food safety, and inventory.
- Provides regular information to management for assessment of food service quality and resident satisfaction.
- Provides appropriate information to management in compliance with safety standards or government rules and regulations.

##### INTERPERSONAL AND ORGANIZATIONAL SKILLS

- Demonstrates positive interactions with all Willow clients, staff and community members using a trauma-informed approach.
- Attends and participates in required Agency meetings and trainings.
- 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 DUTIES AS ASSIGNED

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- 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.

## REQUIRED QUALIFICATIONS

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- ✔ Minimum of an Associate's Degree, preferably in Food Service or a related field OR at least two years of professional food service experience preferred.
- ✔ Must have ServeSafe Level 2 Certification or complete and pass within the first 60 days of hire.
- ✔ Basic math skills.
- ✔ Excellent oral and written communication skills.
- ✔ Adaptability and flexibility.

## ADDITIONAL INFORMATION

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- ✔ Department: Operation
- ✔ Location: Shill Family Building
- ✔ Reports to: Direction of Facility Operations
- ✔ Hours/Status: Full-time/Non-Exempt/ Sunday-Thursday 10:00am-6:30pm
- ✔ Pay Rate: \$20.00/hour

## HOW TO APPLY

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Submit cover letter and resume by mail, 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 an Equal Opportunity Employer*

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.