

MEND | Meet Each Need with Dignity

10641 N San Fernando Road

Pacoima, CA 91331

Phone | 818.896.0246**www.MendPoverty.Org****JOB DESCRIPTION****POSITION TITLE:** Culinary Services Supervisor**FSLA STATUS:** Non-Exempt**REPORTS TO:** Community Nourishment Program manager**LOCATION:** Onsite-Pacoima**WAGE:** \$25/hour

MEND-Meet Each Need with Dignity is a nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4 million pounds of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families and the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving through our more intensive services and programs.

JOB SUMMARY: Under the direction of the Community Nourishment Program Manager, the Culinary Services Supervisor oversees the day-to-day operations of the MEND kitchen. The Culinary Services Supervisor (CSS) is responsible for ensuring high standards of kitchen safety, sanitation and equipment maintenance while fostering a welcoming and inclusive environment for program participants. The CSS oversees volunteer coordination and training, ensuring proper food handling and regulatory compliance, supports various programs through meal preparation and other program activities, ensuring selection of nutritious and culturally appropriate menus. The CSS will manage food ordering and inventory and maintain appropriate records.

ESSENTIAL FUNCTIONS:

1. Oversees day-to-day kitchen operation, ensuring that food preparation, presentation, safety and sanitation exceed Company and regulatory requirements.
2. Creates a welcoming and inclusive experience for program participants and volunteers.
3. Maintains all kitchen equipment in safe working order and reports malfunctions immediately.
4. Conducts daily kitchen inspections at the start and end of each shift; ensures all equipment and utensils are safely used, cleaned, stored and properly turned off.

5. Ensures adequate number of volunteers are available to ensure consistent availability of food according to scheduled activities.
6. Trains, coaches, and supervises food preparation volunteers in all areas of kitchen operations, including sanitation, food handling, safety, equipment use, inventory and food waste control, etc. Ensures volunteers are ServSafe certified.
7. Collaborates with MEND staff to deliver program activities, such as cooking demonstrations, food tastings, grab n go meals for the unhoused, onsite lunches for seniors, and food preparation for other program-focused special events.
8. Develops healthy, cost-effective and culturally relevant menu options and recipes tailored to the needs of diverse program participants
9. Maintains inventory and freshness of food and orders supplies while controlling costs and reducing waste.
10. Maintain records and tracks relevant data as required for reporting, evaluation and as requested.
11. Other duties as assigned.

QUALIFICATIONS:

- HS Diploma or GED; professional training through a culinary education program or 3 years working in a nonprofit feeding program; at least 2 years of lead experience (inventory, recipe selection, supervision) in food services
- Knowledge of kitchen workflow and food preparation
- Able to work with diverse populations experiencing food insecurity and/or chronic diet-related health conditions
- Experience working with volunteers highly desired.
- ServSafe food manager certificate required
- Bilingual English/Spanish required
- Strong problem-solving ability
- Excellent communication skills
- Knowledge of basic productivity software: Microsoft Word, Excel, Outlook; comfortable researching online to identify health recipes
- Creativity with finding or creating healthy recipes
- Ability to assure compliance health department cleanliness and sanitation requirements.
- Basic knowledge of food and beverage preparations and good nutrition
- Ability to multi-task in a fast paced, team-oriented setting.
- Ability to lift and transport food and other items weighing up to 30 pounds, occasionally 50 pounds.
- Mobility to perform assigned tasks including constant standing, reaching, bending, stooping, wiping, pushing, and pulling for extended periods of time.
- Follows FIFO inventory control procedures

TIME COMMITMENT: Full time 60 hours per 2-week pay period; may include some weekends and local travel.

All positions contingent on continued funding.

All employees on County-funded programs must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

All employees will be required to adhere to all relevant confidentiality agreements, policies and procedures to safeguard client information. Employees will be required to complete all mandatory training annually, including but not limited to HIPPA, compliance, safety, cyber security, and harassment.

To apply, please submit cover letter and resume to jobs@mendpoverty.org. Position open until filled. Please include a cover letter that describes how your experiences meets all the requirements of the position. Applicants who do not submit a cover letter will not be considered.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. MEND is an equal opportunity employer.

MEND, named the 2022 & 2023 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We foster a culture that honors different perspectives, opinions, and backgrounds. Company culture is at our core.

Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements
- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers

- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each other

Benefits

- 100% of basic employee health coverage and life insurance paid for by employer. Dental coverage paid at 50% by employer; Vision coverage paid for by employee. May elect to purchase up to a PPO plan or obtain coverage for eligible family members at their own cost.
- Optional benefits include Flexible Spending Account and AFLAC.
- Employee Assistance Program (EAP) available providing 24-hour confidential hotline for employees to help find balance, address personal concerns, and assist with day-to-day challenges.
- 10 days of sick leave granted annually; ability to carry over up to 70 hours of unused sick time.
- MEND provides vacation benefits to all full-time and part-time employees for the purpose of giving them a period of rest and relaxation away from work with pay. New employees accrue vacation at a rate of 2 weeks per year. Accruals are based on hours worked.
- Option to participate in employee sponsored 403B retirement plan.
- 11 paid days off: 9 holidays, 2 personal days (birthday and work anniversary).
- Compelling work culture and values.