



JOB DESCRIPTION

Job Title: Kitchen Manager
Reports to: Associate Culinary Director
Revision Date: November 2021

ABOUT BROAD STREET MINISTRY:

Broad Street Ministry is an organization that helps Philadelphians living in deep poverty stabilize their lives through a unique offering of meals and social services that is welcoming to everyone. Our long term vision is not only to meaningfully reduce the trauma and suffering caused by scarcity for Philadelphia's most vulnerable populations, but, along with best-of-class social services and government partners, to break the cycle of poverty, homelessness and hunger in Philadelphia.

POSITION SUMMARY:

The Kitchen Manager is responsible for ensuring safety and cleanliness standards that meet the Food and Safety guidelines in accordance with Serve-Safe and other licensing bodies. The Kitchen Manager is also responsible for maintaining a fully-stocked and organized inventory of supplies including food and cleaning inventory. This position will oversee all operations related to Broad Street Ministry's Breaking Bread lunch program, including staffing, meal preparation, cooking, plating and distribution and will assist with menu design. Special attention should be paid to providing a hospitable, quality dining experience for all of our guests regardless if dining is happening in-house or to-go.

DUTIES AND RESPONSIBILITIES:

- Manage Kitchen Staff
- Coordinate food orders
- Supervise food preparation and cooking
- Check food plating and temperature
- Train kitchen staff on preparations and food plating techniques
- Store food products in compliance with safety practices
- Maintain sanitation and safety in the Kitchen area



- Manage inventory of food and supplies in accordance to budget
- Other duties and responsibilities as assigned

QUALIFICATIONS AND SKILLS:

- Proven work experience as a Kitchen Manager with at least 2 years experience
- Excellent organizational skills
- Ability to manage a team in a fast-paced work environment
- Serve Safe certified

OTHER:

The mission of Broad Street Ministry is to transform our city, our institutions, and ourselves by embracing the individual needs of our most vulnerable sisters and brothers, and by embracing radical hospitality. We believe that the only way to achieve that mission is to have a diverse staff that is representative, at all job levels, of the citizens we serve.

Broad Street Ministry does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, criminal record, or any other status protected under federal, state, or local law. Broad Street Ministry believes that diversity and inclusion among our staff is critical to our success as a community services organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

This position is located at Broad Street Ministry, 315 S. Broad Street. At the discretion of management, this role may be performed part-time, full time, or temporarily in a remote location within the greater Philadelphia region. All remote (and partially remote) employees (permanent or temporary) will occasionally be required to perform work on-site, and all or most orientations will occur on-site.

Salary Range:. The successful candidate will receive a competitive compensation package that includes: medical, dental, and vision, 401(k) retirement plan, paid holidays and PTO.