

Kitchen Director Job Description

New City Neighbors: New City Neighbors is a Christian, faith-based community development organization in the Creston Neighborhood of Grand Rapids. Working with a diverse population of youth from 1st - 12th grade, our mission is to empower youth to reach their full potential.

Title:

Kitchen Director

Reports To:

Executive Director

Job Purpose:

The Kitchen Director oversees the coordination and administration of all aspects of the New City Cafe and Bakery programs, including direct management of program activities with middle school and high school students.

Key Responsibilities:

1. Manage New City Cafe (June-August, 40-50 hrs/week):
 - a. Work with high school students to use farm produce for soups, salads, and condiments for NCC
 - b. Run cafe: oversee pizza oven, supervise high school managers in food prep, set-up, sales, and cleanup
 - c. Work with middle school students and high school managers to bake to sell at New City Cafe
 - d. Create and oversee bakery related curriculum, including games and kitchen lessons
 - e. Utilize restorative practices/circles in curriculum
 - f. Collaborate with High School Director to manage youth managers
 - g. Coordinate with Farm Director to use excess produce and create projects for middle school/high school students to engage with farm
 - h. Organize kitchen, order/buy necessary produce and ingredients, plan weekly employee schedules, create weekly production schedule
2. School-Year Work (January-May & September-December, 30-40 hrs/week)
 - a. Create and run school-year extension of New City Bakery
 - b. Develop middle school curriculum, including team building exercises, field trips, and guest speakers
 - c. Create programming and manage high school employees during the school year with Farm and High School Directors
 - d. Work with high school students to use farm produce for soups
 - e. Create meals with/for student employees bi-monthly
 - f. Organize and plan yearly changes to New City Cafe
3. Additional Responsibilities
 - a. Prepare and serve hors d'oeuvres for NCC Fall Fundraiser
 - b. Organize and run educational opportunities for Farm CSA
 - c. Manage special meals for church, donors, student families, etc.
 - d. Cater small church and community events
 - e. Participate in all Director level organizational meetings

Qualifications:

Experience:

- 3 to 5 years experience in a related field
 - culinary/hospitality required,
 - education, social work, or youth development applicable

Knowledge, Skills, and Abilities:

General Cooking Abilities

- Ability to create soups, salads, condiments, and other meal items from scratch
- Ability to bake breads, muffins, scones, and cookies
- Ability to work with farm-direct ingredients (vegetable-centric cooking with seconds and irregular items)
- Ability to cook cost effective food with sales sustainability in mind
- Comfortable running to-order sales days

Management/Mentoring Experience

- Experience or ability to engage with youth (especially 6-12th grade) personally and professionally
- Can train and teach young people how to manage their peers
- Can organize work flow for sales days
- Ability to provide oversight for cooking and baking
- Ability to develop and lead new programs and systems

Community/Social Awareness

- Passion for youth
- Established connections with diverse communities or skill set to form diverse networks
- Demonstrated cross-cultural competency and experience in diverse environments
- A commitment to anti-racism
- Knowledge and understanding of community based ministries
- Knowledge of the Creston neighborhood considered an asset
- Ability to develop relationships with parents, staff, volunteers and community members
- Ability to develop relationships with partner organizations (schools, churches, etc.)
- Understanding of or willingness to learn about Restorative Circle Practices, asset-based development, and Christian Community Development Association principles

Proficiencies and Certifications:

- ServeSafe Certified (or ability to obtain certification within first three months)
- Computer proficient in the use of email, simple accounting, and spreadsheets
- Understanding of POS systems, preferably Square or Marketplace

Education:

- Completion of High School Diploma or equivalent

Work Conditions:

The Kitchen Director's work will be largely self directed. Training and support with previous Kitchen Director available. Adult staff, student staff, and volunteer collaboration will be expected and frequent. Most work will be oriented out of the kitchen with weekly time in the outdoor cafe. The Kitchen Director will also be required to have regular office hours each week.

Compensation:

- Salary (\$24,000-\$27,000 depending on experience)
- Health Stipend
- PTO and professional development opportunities provided

***Interested candidates should submit a resume and cover letter to kellyh@newcityneighbors.org.
For more information visit www.newcityneighbors.org***