



YOUTH & FAMILY SERVICES

JOB DESCRIPTION

Title: Culinary Coordinator
Supervisor: Director of Operations
Department: Safe Home
Range: \$12.00-16.00 per hour DOE, Full Time

Employee Name: _____
Hire Date: _____
Group: _____

GENERAL PURPOSE OF JOB: It is the responsibility of the Culinary Coordinator to make lunch and dinner and to provide snacks for shelter youths and staff.

DUTIES AND RESPONSIBILITIES:

- Order food based on the menu developed with the nutritionist, with an emphasis on fresh produce. This entails coordinating with several vendors. Equipment for the kitchen is also ordered by the Culinary Coordinator. Receipts are reconciled and duplicates are filed at the Safe Home and originals are brought to the Admin Office. Other supplies for the Safe Home are ordered through the Culinary Coordinator as needed
- Delivered food is received according to the HACCP (Hazardous Analysis and Critical Control Points) approach
- Oversee shelter youth participation in the kitchen and develop teaching opportunities
- Be able to work within a budget; complete all required paperwork in a timely manner
- Schedule quarterly visits with nutritionist and maintain appropriate forms and required paperwork
- Prepare for monthly Appreciation Dinner coordinating shelter youth to assist
- Connect shelter youth to members of Albuquerque culinary community
- Own the Quality Assurance (QA) process and procedures for kitchen audit and standardized compliance
- Track daily meal production and proper per client portions along with prepping food for weekend shifts
- Track Quality Assurance of each shelter youth’s meal count daily for budgetary reimbursement
- Track Quality Assurance for food storage and meal temperatures; maintain refrigerator/freezer logs
- Ability to order necessary kitchen equipment and to demonstrate proper care of equipment
- Maintain QA process for kitchen
- Create and maintain training documents for kitchen Policy and Procedure (P&P); update as needed
- Train and supervise kitchen assistant and shelter staff on kitchen procedures as needed
- Cultural awareness around food needs and sensitivities

QUALIFICATIONS:

- Must be 21 years of age
- Minimum of High School or GED with 2 years’ experience or a combination of culinary coursework and experience ; experience cooking for large groups is helpful
- Willingness to work flexible hours including some weekends and evenings
- Possess a valid driver’s license, vehicle insurance, and a good driving record ; pass a background check
- Must have car, valid driver’s license, and maintain state required automobile insurance minimums.
- Must be able to lift minimum of 35 pounds.
- Must understand the practice of good boundaries with youth

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Office Manager: _____

Date _____