

## JOB DESCRIPTION

<b>Position Title:</b> Culinary Coordinator	<b>Job Status and Wage:</b> Full time- \$18.00-\$20.25 per hour/ DOE Monday-Friday 8-hour shifts
<b>Department:</b> Shelter/Safe Home	<b>Location-</b> Albuquerque- Safe Home Shelter
<b>Reports To:</b> Shelter Director	<b>Number of People Supervised:</b> 0

### POSITION PURPOSE

Provide nutritious and appetizing meals, encompassing lunch and dinner, to accommodate a group of up to 16 young people and 3-8 staff members residing in the Safe Home (a crisis shelter for young people experiencing homelessness). Also, expose young people to foods that they may not have previously experienced and help develop some basic culinary skills and knowledge among the young people, empowering them with practical experience to support their independence in the future.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

#### **Maintain Kitchen Safety and Health Standards**

- Handle food deliveries according to the HACCP (Hazardous Analysis and Critical Control Points) approach
- Track quality assurance for food storage and meal temperatures; maintain refrigerator/freezer logs
- Properly care for equipment and ensure safety of others while in the kitchen
- Create and maintain training documents for kitchen policy and procedures (P&P's); update as needed
- Train and supervise shelter staff and young people on kitchen procedures, as needed
- Manage the quality assurance (QA) process and procedures for kitchen audit and standardized compliance

#### **Meal Planning and Preparation**

- Develop monthly menus with the nutritionist, with an emphasis on using fresh produce and interesting food that is young person friendly
- Coordinate with vendors to order food for the Safe Home once a week, or less as appropriate
- Create a grocery list weekly aligned with the menu and youth census to ensure appropriate planning and use of shelter funds
- 1-2 times per week complete grocery shopping to purchase items needed to complete the menu
- Develop teaching opportunities with young people, design and implement new projects related to cooking and nutrition
- Teach and supervise young people participating in prepping and cooking meals

#### **Paperwork and Reporting**

- Work within a budget; complete all required paperwork daily/weekly
- Schedule quarterly visits with nutritionist and maintain appropriate forms and required paperwork
- Track daily meal production and proper per client portions
- Track quality assurance of each young person's meal count daily for budgetary reimbursement
- Attend all required trainings and staff meetings
- Complete inventory of items on hand, purchased and used weekly to ensure proper food management and resource usage. Provide a report to leadership weekly
- Submit receipts for items purchased for the shelter within 24 hours. Receipts must be reviewed and approved by supervisor

**EDUCATION & RELATED WORK EXPERIENCE**

**Education Level/ Years of Related Work Experience:  
(minimum & preferred educational requirements necessary to perform this job successfully)**

Must meet one or more of the following requirements:  
 a). Culinary Certificate or Associates and limited experience cooking for large groups; or  
 b). Some culinary course experience and 2 years' experience cooking for large groups; or  
 c). Minimum of High School or GED with 5 years' experience cooking for large groups

Experience working with young people is not required, but preferred.

**CONDITIONS OF EMPLOYMENT**

**(Describe any specific conditions for employment relative to this position)**

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.  
 Must have car, valid driver's license, and meet state required automobile insurance minimums.

**WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT**

**Equipment Used:**  
 Kitchen equipment; PC and standard office equipment, including utility dolly  
**Physical Requirements:**  
 The position requires the ability to lift 35 pounds unassisted, 40 and above pounds with assistance.

***Equal Employment Opportunity***

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

***Job Responsibilities***

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date:	Revision Date:
<b>Supervisor: I have approved this job description and reviewed with my employee.</b>	
Signature:	Date:
<b>Employee: I have reviewed this job description with my supervisor and acknowledge receipt.</b>	
Signature:	Date:
<b>Chief Program Officer/Department Director</b>	
Signature:	Date: