

Open Position: Kitchen Manager/Chef and Culinary Skills Trainer

Shelter House, an agency providing shelter and support services to homeless persons, seeks a full-time kitchen manager/chef and culinary skills trainer to begin September 13th or soon thereafter.

The position will:

- Manage both the food production program for Shelter House residents and off-site contracts including creating menus and ordering food supplies.
- Implement and lead a kitchen training curriculum, training and supervising kitchen trainees, and cultivating relationships with specialized kitchen volunteers.
- Manage the budgets for both food production and the kitchen training program.
- Manage the kitchen, including kitchen equipment, inventory, safety, and other standard regulations.
- Establish and manage kitchen related vendor contracts and meal contracts with outside agencies.
- Supervise Kitchen support staff in order to produce meals and work with trainees.

Qualifications:

- A minimum of 5 years of diverse food production experience including high volume bulk production, restaurant, and/or catering, with some experience in a team management role.
- Strong written and verbal communication skills and computer literacy.
- Project management skills and ability to organize and manage multiple priorities.

Desired Qualifications:

- Experience working with adults from a wide variety of backgrounds, including trainees who may have had difficulty maintaining employment.
- Certification in HACCP and/or ServSafe.
- Culinary Arts Degree or Instruction Degree.
- Experience working with a CACFP or other draw-down grant program.

Salary: Beginning at \$28,500 - \$32,000.

Please send resume and three references to: Attn: Christina Canganelli, P. O. Box 3146, Iowa City, IA 52244-3146 or e-mail to crissy@shelterhouseiowa.org. Shelter House is a United Way Agency and offers a competitive wage and benefit package. Shelter House is an EOE. Deadline for application is July 23, 2010.