



POSITION DESCRIPTION: Evening Kitchen Lead

POSITION TYPE: Full-time

FLSA Status: Exempt

This Position Reports to: Kitchen Manager

FoodChain, Lexington, KY

FoodChain forges links between community and fresh food.

Founded in 2011, FoodChain provides education and demonstration of sustainable food systems. Our program goals are to improve access to fresh food, educate and demonstrate innovative growing techniques, offer cooking classes focused on health and affordability, increase local food distribution, and make a difference through job training and living wage employment. As an innovative nonprofit, we've found success by identifying niches currently underserved in local food systems, while also using novel approaches, combining assets and partnerships in a way that benefits many, reducing waste, and maximizing human interactions with fresh food.

About the Job:

Evening Kitchen Lead will work closely with the Kitchen Manager to help prepare and package wholesome meals for to-go distribution. This position will report directly to the Kitchen Manager. The Lead position will work with the Kitchen Manager to create and execute prep list and closing duties. Lead position will cover all evening shifts that include meal hand out to ensure that all tasks are completed and the kitchen is closed properly. Kitchen Lead will work with team members to ensure that they know what tasks they must complete, and check to ensure that they have the equipment and knowledge to do so, providing corrective feedback when necessary. If corrective action is required beyond task clarification and direction, then Evening Lead Lead can bring it to the attention of the Kitchen Manager so there can be a corrective action plan discussed and implemented.

Job Responsibilities

- Follow all meal guidelines in order to prepare nutritious and delicious meals.
- Abide by all necessary food safety requirements, including Covid-19 related CDC and KY state guidance.
- Report for your shifts as scheduled and communicate ahead of time (at least 24 hours prior) if your availability has changed.
- Clock in to your shift using the Homebase app.
- Notify the Director of Operations if any of your availability changes.
- Follow the Kitchen's organization in terms of ingredient and equipment storage and maintain a clean workplace.

- Create and execute shift prep lists in collaboration.
- Maintain, update, and check nightly closing checklists and weekly deep cleaning checklists.
- Do weekly inventory checks and communicate order needs to Kitchen Manager/Director of Operations.
- Work with the Kitchen Manager on meal planning, processing needs, ordering needs, and staff organization between shifts.

Job Requirements

- Excellent communication skills, both written and verbal
- Good collaborator and strong self-manager
- Thorough, organized, reliable, and punctual
- A professional attitude
- Good interpersonal skills and a consistent, solution-oriented, problem solving focus
- Ability to operate effectively in a demanding, public, constantly evolving team environment that requires high energy and flexibility
- Ability to work with diverse populations; sensitive to folks with barriers to employment
- A passion for local food and finding long term solutions to the complexity of food system issues
- Experience with task delegation, system management, inventory tracking, and professional scale food production
- Health Department Food Manager's License or ServSafe with established, excellent food safety track record
- Conversant in Spanish (preferred)
- Experience working in an educational setting, especially with individuals with limited-resources and barriers to employment (preferred)
- Up to date vaccination status for COVID-19

Detail

The focus of this position will be the preparation of free meals for distribution and the processing of accompanying seasonal ingredients to provide free meals for the Lexington community.

Compensation

Full-time, Salaried position

Salary is \$34,320

Health Insurance available

Paid time off and holidays

Primary Workstation: FoodChain