

We Feed People, Because No One Deserves to be Hungry



Job Title:	Diner Manager	Reports To:	Executive Director
Department/Group:	Fireweed Diner	Training:	On the job training provided
Work Week:	5 days per week; 8 hours per day	Travel Required:	Travel to off-site training
Wage Classification:	Non-exempt	Position Type:	Full-time

Job Description

SUMMARY POSITION STATEMENT

This position exists to cook meals in the Fireweed Diner and at other events as assigned

ESSENTIAL FUNCTIONS/ROLES & RESPONSIBILITIES

- Plans menus utilizing donated, KPFB garden grown produce, freeze dried food, and Alaskan grown foods as much as possible
- Works toward zero food waste in the Fireweed Diner, including providing to-go food in the Cache after food service, coordinating with the warehouse to utilize foods prior to expiration, coordinating with freeze drying team to freeze dry bulk foods for use at a later date, and so on
- Consistent attendance and punctuality are required and expected to work the hours set by KPFB and/or the schedule set by the Executive Director
- Creates and maintains schedule for Fireweed Diner
- Oversees kitchen and Fireweed Diner volunteers
- Ensures items are prepared, cooked, served and stored in accordance with DEC standards of quality and quantity
- Orders food, supplies and equipment as needed and per budget according to ordering procedures
- Washes pots, pans, utensils and other cooking equipment
- Cleans and sanitizes equipment and facilities to DEC standards
- Reports any unsafe conditions or defective equipment to Executive Director
- Recycles and deposits waste in receptacles for use by farmers to eliminate waste
- Ensures laundry is done daily
- Maintains accurate records of incoming pounds of food used in kitchen as well as number of people served, type of meals served, and other items needed per reporting requirements
- Counts donations and brings to Finance Director weekly for deposit
- Treats each guest with respect and kindness
- Maintains accuracy of inventory and daily reporting to Office Manager and Agency Manager
- Coordinates and prepares meals for special events and meetings
- Other duties as assigned

LEGAL CONCEPTS

- Compliance with DEC food handling guidelines
- Compliance with OSHA safety guidelines
- Maintains client confidentiality
- Maintains ServSafe food handlers certification

POSITION REQUIREMENTS

Education:

- High school diploma or equivalent

Experience:

- Prior cooking experience preferred
- License: Borough food handler card and Certified Food Manager Certificate
- Possess a basic understanding of kitchen equipment

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- Possess a basic understanding of volunteer engagement
- Possess a basic working knowledge of organizational management
- Demonstrates excellent administrative and organizational skills
- Possesses strong communication skills
- Attends all required trainings
- Possesses math skills to ensure accurate inventory records
- Possesses exceptional knowledge of customer service
- Possesses basic computer skills and knowledge

Physical:

- Occasional lifting of up to 50 pounds
- Requires eye-hand coordination and manual dexterity sufficient to operate equipment
- Requires ability to stand for extended periods of time for cooking and serving

CORE VALUES

- Treats all co-workers and clients with dignity and respect
- Projects a professional manner and image
- Adheres to ethical principles
- Communicates professionally and effectively – focuses on cooperation and win-win outcomes
- Abides by the policies and procedures outlined in the Kenai Peninsula Food Bank (KPFB) employee manual
- Follows and enforces the mission of KPFB
- Reports any safety and/or health concerns to management as soon as they become apparent
- Brings their best work and attitude to KPFB
- Expected to handle complaints and grievances professionally, adhering to the employee manual and to uphold employee core values

JOB RELATIONSHIPS

- Coordinates with back-up cook and supervises volunteers in the Fireweed Diner
- Interacts with other food bank teams to ensure accurate and timely inventory and donations

Reviewed By:		Date:	
Approved By:		Date:	
Last Revised by:	Lillygean Murray	Date:	3-6-2024