



Job Title	Kitchen Manager	FLSA Status DOL Status	Non-Exempt Full-Time
Program/Department	Early Childhood Services	Supervisor Responsibilities	Yes
Reports To	Nutrition Manager	CEO Approval Date	03/18/2022
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. This is a year-round position.		

Must pass required background check, TB and Physical

POSITION OVERVIEW

The Kitchen Manager supervises all kitchen operations and provides input regarding nutrition and CACFP in order to effectively implement the goals of the Early Head Start/Head Start programs. With guidance from the Health Coordinator and Nutrition Manager, the Kitchen Manager develops menus and oversees the preparation of nutritious meals, which meet USDA standards. The Kitchen Manager is responsible for CACFP requirements, food and non-food inventory storage, rotation, and temperature logs. The Kitchen Manager ensures the maintenance of proper sanitation throughout the kitchen and works collaboratively with other kitchen personnel.

All employees and volunteers are expected to be sensitive to our clients' cultural and socio- economic characteristics, reflect Sunbeam Family Services core values and to perform at standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Promote, encourage, and display examples of leadership for the agency in accordance with the agency's mission driven culture.
- Commit to providing developmentally sensitive, evidence based, hope centered and trauma informed services and leadership.
- Lead and directly supervise kitchen teams, setting and upholding expectations for individual and team performance.
- Responsible for purchasing necessary supplies and food, and for preparing meals in accordance with Head Start Program Performance Standards (HSPPS) and Child Adult Care Food Program (CACFP).
- Maintain all aspects of kitchen management according to local and state health departments, CACFP, and Head Start Performance Standards regulations and guidelines.
- Complete all paperwork according to the food service manual and the CACFP guidelines.
- Monitor food allergies/dietary conditions of children and prepare food accordingly.
- Maintain established standards of sanitation, safety and food preparation and storage as set by the local and state health departments.
- Ensure preparation of all meals and snacks following all CACFP/HSPPS guidelines and regulations.
- Maintain a safe and sanitary environment at all times according to all guidelines.
- Ensure safe working conditions and practices are maintained in the kitchen at all times.
- Represent Sunbeam in community collaborations and events as directed by supervisor.
- Promote culturally sensitive practice.
- Perform all duties and attend required training related to supervisor role. (For supervisory positions)

only)

- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor, Senior Program Director, Chief Program Officer, or Chief Executive Officer.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Course work and training in food preparation, nutrition and/or dietetics.	Bachelors in Nutrition Science
Experience	Previous experience in a large-scale food production operation required.	Previous experience in childcare center and completion of CACFP training.
Skills Knowledge Abilities	<p>Caring and compassionate attitude when interacting with children and families.</p> <p>Knowledge of quantity food preparation, kitchen equipment, and purchasing.</p> <p>Excellent command of English language and grammar, both verbal and written.</p> <p>Proficient knowledge of computer operations and applications, including Microsoft, and the ability to master other computer technology/software programs as needed.</p> <p>Good organizational and time management skills.</p> <p>Able to work independently and collaboratively in a team environment.</p> <p>Able to effectively and respectfully communicate in a manner that consistently demonstrates respect and concern.</p> <p>Able to exercise independent judgment.</p> <p>Communicate in a professional manner, demonstrating dignity and respect for our internal, external, and community members.</p> <p>Process, protect and exercise discretion in handling confidential information and materials.</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p> <p>Willingness to work with high-risk, low-income communities.</p> <p>Must be able to travel and work some</p>	<p>Understanding of Head Start Performance Standards and state and local childcare license requirements</p> <p>Previous knowledge and understanding of Child Plus</p> <p>Advanced computer database and Microsoft Office software skills</p> <p>Previous knowledge and understanding of NAEYC</p> <p>Bilingual Spanish/English speaking ability to interact with children and families from multilingual homes</p>

evenings and weekends as required by the job.

Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.

WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 50 pounds.

Work Environment:

The employee will work in an office environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic, characteristic to working with children ages 0-5 years. Employee must expect exposure to strong odors such as soiled diapers and clothing, and poor hygiene. Employee may come into contact with childhood diseases and blood on occasion.

Vaccination:

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy or an approved exemption is required for any employment effective on or after December 31, 2021.

Other:

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

EQUAL OPPORTUNITY EMPLOYER - Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: