

The Lighthouse Shelter
Job Description and Duties

Position: Kitchen Coordinator

The Kitchen Coordinator is responsible for the day-to-day efficient operation of The Lighthouse Shelter kitchen. He/she will ensure food safety and the overall cleanliness of the kitchen and equipment. This is a non-supervisory position and reports to the Executive Director.

Typical duties and responsibilities:

1. Ensure cleanliness of kitchen surfaces, floors and equipment.
2. Serve as primary lunch cook Monday-Friday.
3. Notify Executive Director of any equipment that needs service or replaced.
4. Ensure all donated, prepared food is properly labeled and dated for timely use and rotation.
5. Rotate food kept in coolers, freezers and pantries and keep an inventory to ensure timely and appropriate use and rotation. This includes ongoing replenishment of pantry supplies and paper goods.
6. Pick up food donations on scheduled and sometimes unscheduled days.
7. Sort food and supplies delivered from local vendors daily. Thursday includes pick up and unload food and supplies.
8. Monitor supplies required for kitchen operations and make timely requests for necessary supplies.
9. Ensure compliance of all guidelines provided by the Bi-County Health Department.
10. Ensure compliance of all guidelines provided by the St. Louis Foodbank.
11. Advise Executive Director of any changes or unusual occurrences that warrant attention.
12. Ensure breakfast foods are available for security to put out for breakfast each morning.
13. Keep individually wrapped snack foods in the eating area as available from donations.
14. Ensure peanut butter, jelly and bread are available for residents in the eating area.
15. Serve as a team leader to promote unity and harmony between residents, staff, volunteers, and non-employee workers.
16. Assist volunteer cooks with the items they need for the evening meal preparation along with any assistance they require.
17. Provide guidance to non-employee workers such as TANF, community service or senior workers that are assigned to kitchen duties. This includes kitchen volunteers.
18. Attend to other duties as assigned.

Qualifications: The successful candidate will be able to lift and move 20 pounds of food products and/or equipment throughout the Lighthouse. Good communication and interpersonal skills must be demonstrated daily. Must possess a knowledge of food safety requirements and maintain a current Food Service Sanitation License/Certificate as issued by the State of Illinois, Department of Public Health. A valid Illinois Drivers License must be maintained.

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