



The Teen Feed Part-Time Kitchen Coordinator is an on the ground position focused on the support and retention of food production, focused volunteers, and expanding the nutritional reach of Teen Feed's dinner program through sustainable sourcing via community food recovery partnerships and purchases. Teen Feed's Kitchen Coordinator is a key position that acts dually as a mentorship figure as well as a crucial supply and logistics organizer. This position works closely with Teen Feed's Volunteer Manager and Dinner Program Manager to support smooth operations and support of the nightly dinner. Those with restaurant/catering experience as well as those representing diverse identities are highly encouraged to apply.

Job Description

Primary Responsibilities:

- Works with Dinner Program Manager to support supply and inventory of Teen Feed kitchen including basic cooking supplies and foodservice materials.
- Provides in – person support at dinner programs for volunteer kitchen leads, acts in the place of meal team or direct service volunteers when necessary due to absence.
- Is resourceful, and acts as the primary lead for pick-up of donated ingredients and supplies. Uses Teen Feed vehicles to pick up kitchen supplies, ingredients and other necessary materials on a regular basis. Transports pantry supplies between Teen Feed sites, as needed.
- In conjunction with Volunteer Coordinator, trains and supports volunteer kitchen leads and meal team leads, provides continued in person guidance on an as needed basis with program updates.
- Responsibly co-represents Teen Feed in philanthropic partnerships and donor relationships with on-site teams, volunteers, and with community partnerships
- Provides nutritional guidance to meal teams when asked, providing alternative menu ideas or teaching about easy/unique ways to incorporate healthful and diet sensitive food into large scale cooking. Improves productivity and process integrity.
- Under the guidance of the Dinner Program Manager, trains and supports kitchen volunteers in cleanliness efforts, ensuring that cooking and food storage spaces are held at a high standard of cleanliness and organization. Participates in weekly inventory rollover by conducting disposal of foods according to Food Lifeline Safety Committee guidelines.
- Maintains detailed inventory of ingredients and supplies at Teen Feed dinner program, utilizes volunteer support in order to provide consistent inventory upkeep to ensure minimal food waste.
- This position continues to evolve and may co-author with Teen Feed Volunteer Services Manager and Dinner Program Manager other duties as assigned.

Skills and Qualifications:

- Previous experience working in a food service space
- Ability to obtain Washington State Food Worker card
- Washington State Driver's license required
- Must be completely reliable, timely and trustworthy

- Flexible schedule, with the ability to alternate in person hours based on fluctuating need. A mix of daytime and evening hours should be expected.
- Must have a high level of interpersonal skills, comfortable with acting as a point person for groups of volunteers
- Experience training others a plus
- Proficient in MS Office Suite, Google Mail
- Bilingual, multilingual and non-traditional candidates desirable, not required. We welcome racially diverse candidates as well as those seeking an understanding of poverty and oppression.
- **Max 10 hrs/week**, flexes with organizational changes. \$23/hour

Inquiries, resume and cover page email to: recruitment@teenfeed.org

Subject: Attention: Dinner Program Manager Position

www.teenfeed.org