



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

Posted: May 9, 2023

Open Until Filled

\$1,000 HIRING BONUS

(After completion of 6-month probationary period)

POSITION: KITCHEN MANAGER

**PROGRAM: EARLY EDUCATION DIVISION (EED)
A PROGRAM OF COMMUNITY BRIDGES**

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:

Under the general supervision of the Division Director, plan, prepare and cook meals and snacks for children at childcare centers operated by Community Bridges. Pack hot meals for delivery. Keep kitchen, appliances and equipment in a sanitary and orderly condition. Purchase and safely store food. Purchase custodial or food service supplies for Centers. Train, supervise and evaluate the job performance of staff supervised. Comply with all requirements of State of CA Child Care Food Program. Perform related tasks as required.

DUTIES AND RESPONSIBILITIES:

Meal Planning and Preparation:

- In consultation with Division Director, plan breakfast, lunch and snack menus that meet the nutritional guidelines required for reimbursement by the Child Care Food Program.
- Plan and create menus to include specific portions and components according to child care meal requirements and the food buying guide
- Order and receive food products and supplies that are regularly used in preparation of meals
- Ensure adequate stock is maintained
- Plan, implement and revise rotation cycle menu, recipes and procedures
- Prepare a variety of foods including washing, cutting, peeling, chopping and portioning fresh fruits and vegetables.
- Prepare sandwiches, soups, casseroles and other hot dishes

Kitchen Management:

- Train, supervise and evaluate regular kitchen staff as well as On-call Cook and Meals Driver.
- Keep utensils, equipment and kitchen area sterile
- Ensure that all food preparation and storage areas are maintained in a sanitary and orderly condition
- Keep kitchen sanitized, not sterile
- Ensure safe food handling practices.

Program Operation Support:

- Monitor food budget, make adjustments to keep expenditures within assigned budgeted amounts
- Select most cost effective purchases and suppliers through annual evaluation
- Keep detailed and accurate records of food purchased and consumed at all Centers in compliance with the Child Care Food Program
- Portion, pack and ensure that meals are prepared in a timely manner for transport to Centers. May assist meal driver in loading of meals
- Submit monthly reports to the Child & Adult Care Food Program
- Complete daily transport logs; monitor the Child & Adult Care Food Program compliance and recordkeeping at sites in coordination with site leadership and staff.

Professional Conduct:

- Participate in food safety training and Child & Adult Care Food Program trainings annually
- Maintain professional competence through participation in continuing education
- Communicate effectively and respectfully with parents, staff and volunteers at the Center, including persons from different racial, cultural and ethnic groups and from different backgrounds and lifestyles

MINIMUM REQUIREMENTS:***Knowledge of:***

- Methods and techniques of food storage, preparation and delivery;
- Rotation cycle menu planning with an emphasis on cooking for children and cooking in large amounts;
- Cooking practices and procedures;
- Understanding and knowledge of whole food plant based cooking

- Delivering Meals
- Budget monitoring and cost control techniques; AND
- Basic record keeping and inventory practices.

Skills in:

- Planning rotation cycle menus and purchasing food;
- Portioning and packaging meals for transport;
- Maintaining equipment, utensils and kitchen area in sanitary and orderly condition;
- Keeping inventory and detailed records of food purchased and consumed;
- Training, supervising and evaluating the work of a Cook I; and
- In working cooperatively with other staff, and representatives of community organizations, agencies and community businesses.

OTHER REQUIREMENTS:

- Must possess physical stamina to stand for long periods of time, and sufficient strength to lift and carry food containers weighing up to 50 lbs.
- Must provide a negative TB test every two years
- Must be fully vaccinated against COVID-19, including a booster when eligible.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

RATE OF PAY AND HOURS:

- This is a regular, non-exempt, 40 hr/week position.
- The agency rate of pay range for this position is \$23.86-\$26.28/ hour (plus a \$.40/hr bilingual differential after passing a test administered by the Human Resources Department).
- Attendance at required meetings is mandatory and is a condition of employment.
- On-site attendance is required.

BENEFITS:

- For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at \$9,766.92/year
- First year: 16 vacation days and 11 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

TO APPLY:

- Please submit your Community Bridges application by email (recruitments@cbridges.org), fax (831-688-8302), or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <http://communitybridges.org/careers>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.