



Job Description

Job Title: Cafe Kitchen Manager
Department: Meals and Supportive Services
Reports to: General Manager
FLSA Status: Exempt
Prepared By: Julio Gonzalez
Prepared / Revised: 6-9-2022
Approved By: Shannon K. Stewart
Approved Date:

Salary: \$39,000

To apply, email cover letter and resume to Julio Gonzalez at jgonzalez@inspirationcorp.org

Overview

In an atmosphere of dignity and respect, Inspiration Corporation connects people and creates opportunity through access to social services, job training, housing, and food. Each year, Inspiration Corporation works with hundreds of resilient Chicagoans who face systemic disparities and inequities, such as homelessness, hunger, and social isolation.

In order to help individuals and families overcome these barriers, we provide housing, meals, job training, scholarships, and homeless engagement services. Inspiration Corporation meets people where they are in life, helping them access the supports they need and achieve their personal goals. Inspiration Corporation programs are voluntary, and all service needs and goals are participant- driven. Our case management philosophy is strengths-based and trauma-informed. Inspiration Corporation practices harm reduction and focuses on reducing or minimizing the harm associated with high-risk behavior through motivational interviewing.

At Inspiration Corporation, employees live this mission by demonstrating the following Core Values. Inspiration Corporation believes that these Core Values are what makes the organization one of Chicago's leading facilitators of personal transformation, and a great place to work:

1. Communicate honestly
2. Act with compassion
3. Pursue growth and learning
4. Be humble
5. Take care of ourselves so we can help others
6. Work greater together
7. Create a fun and productive environment

Position Summary

The Cafe Kitchen Manager will be responsible for overseeing the operations of Inspiration Cafe. These responsibilities include but are not limited to: scheduling of BOH part-time Cafe staff; ordering, inventory management, maintaining kitchen and dining room cleanliness and organization; maintaining relationships with donors and volunteers; and menu development.



ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

GENERAL

- Demonstrate Inspiration Corporation's Core Values.
- Exhibit professionalism and high standards in all aspects of performance.
- Ensure the efficient and effective provision of services with dignity and respect in accordance with the agency's mission.
- Work with all departments as appropriate to ensure that the needs of the agency's participants are addressed.
- Attend agency All Staff meetings and program meetings

CAFE MANAGEMENT

- Coordinate with the General Manager to plan and execute menus.
- Delegate and instruct preparation of meals to volunteers, staff, and Inspiration Kitchens students as necessary.
- Ensure that donated ingredients are utilized appropriately.
- Clean, sanitize, and organize the kitchen facilities and the Cafe appliances.
- Record daily inventory and place orders as necessary.
- Monitor all food, supplies, and labor costs in relation to approved budget(s) as determined by the General Manager.
- Oversee the proper cleaning, sanitation, and organization of all food-related supplies.
- Create weekly schedules for the part-time staff.
- Ensure staff complete delegated tasks in a timely manner.
- Ensure house rules, policies, and procedures are followed.
- Keep all supplies, tools, and chemicals organized.
- Monitor and control proper cleaning and sanitation procedures ensuring that the Cafe is in line with Department of Health Guidelines.
- Ensure vendor and donor deliveries are received and properly stored.
- Maintain all kitchen equipment.
- Coordinate with the IT & Facilities Manager to address any equipment repairs.
- Coordinate and execute any relevant meetings in relation the café, staff and/or participants.
- Work with Meals Program Coordinator to ensure smooth day to day operations as they relate to food, service and environment.
- Assist the General Manager in obtaining donations and creating new partnerships with prospective donors.

SUPERVISORY RESPONSIBILITIES

- Ensures supervision of all BOH part-time Cafe staff, Inspiration Kitchens graduates, and volunteers.
- Provides training for the staff as required.
- Utilizes staff effectively to ensure satisfactory completion of all goals and responsibilities.



EDUCATION, EXPERIENCE & SKILLS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the education, experience and skills necessary for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Prior culinary teaching/training experience preferred.
- Good verbal & written communication skills.
- Highly organized and detail oriented.
- Computer literate, experience working with Microsoft Office (Outlook, Excel, Word, PowerPoint).
- A strong commitment to personal and professional development.
- Excellent communication and assessment skills.
- Ability to work effectively in a team environment.
- Obtaining and maintaining a valid State of Illinois Foodservice Sanitation Manager Certification and City of Chicago Food Safety Manager Certification required (Inspiration Corporation will cover costs of training and licensing).

LANGUAGE SKILLS

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

- Ability to work with basic mathematical concepts for menu planning.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is regularly required to stand. The employee must regularly lift and/or move up to 50-60 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Cafe Kitchen Manager will work varying hours, as required, including evenings and weekends.

Inspiration Corporation is an equal opportunity employer.