



Recovery Café Program Coordinator - Café Kitchen Manager Position F/T

The Recover Café is a community-based non-profit organization that is a Café/Member model center where community members who have been negatively affected by challenges such as homelessness, mental health, or addiction, can come and be accepted, loved, and welcomed.

The Kitchen Manager position requires a candidate who can maintain a professional attitude, have good customer service skills, work well alone or with others, and have some organizational skills. The right candidate must have some computer knowledge, can take direction well, and be able to finish goals in a timely matter while staying within the budget.

The Café Kitchen Manager is responsible for assisting the supervision of the Café operations, specializing in the production of meals as well as supporting Members, community volunteers and staff during the hours when they are on duty. Reports to the Operation Manager.

Job Overview

- Coordinate and review the program work plan:
 - Meet with staff and volunteers to identify and resolve problems
 - Assign work activities and projects
 - Monitor workflow
 - Review and evaluate work products, methods, and procedures
- Participates in community outreach efforts and activities as a community partner/agent of the Café as assigned
- Facilitate or attend at least one Recovery Circle per week

Kitchen Duties

- Embrace and promote the Café environment of radical hospitality in the context of loving and accountability
- Recruit, train, schedule, and provide support to all staff, volunteers, and members who work in the Kitchen
- Make sure all kitchen workers are up to date with safety standards
- Inventory and purchase food and kitchen supplies
- Plan meals/menus and make sure they are prepared as scheduled with Head Chef
- Procure donations for meals and kitchen supplies
- Handle all communications with food donation sites
- Work with Operations Manager to make sure donations are picked up in a timely manner
- Prepare written instructions for kitchen workers
- Report any needs for repairs or equipment needed to the Operations Manager
- Prepare meals or assist when needed

- Assure that the kitchen is kept organized and that any necessary food rotation schedules are kept ensuring the safe handling of all aspects of Café food preparation, distribution, and storage per current Washington State food handling codes
- Manage or assist in all aspects of serving the daily Café meals

Position Requirements

- **Grow and maintain a personal and compassionate understanding of the recovery journey (i.e., matters resulting from trauma, addiction, mental health, and/or other struggles such as homelessness)**
- Must have strong interpersonal communications skills
- Able to attain inventory and maintain budget
- Able to take direction and work with a team
- Ability to consistently serve as a motivator, conflict resolver, and “de-escalator for both staff and members
- Ability to work with diverse staff team members with flexibility, creativity, and enthusiasm
- Strong organizational skills
- Proficiency in basic computer skills sufficient to communicate effectively with staff and other agencies using Microsoft Word, Excel, and email
- Ability to embody principles of recovery in daily interactions
- Strong desire to support individuals who are on the recovery journey
- Capacity to love and to establish and maintain appropriate boundaries with Café patrons who at times may be very challenging
- Valid driver’s license
- Current Washington State Food Handlers Card
- Ability to lift 50 pounds
- Non-slip shoes

Minimum Education, Work, and Skill Requirements

- **Education** – A minimum of High School Degree or GED (years of experience in human service may be substituted)
- **Work** – A minimum of one year progressively responsible work experience in a similar or transferrable skill relevant to this position

Additional Desirable Qualifications

- Kitchen experience with personnel management skills
- Experience in menu and recipe development
- Recovery training or education (e.g. CCAR)
- ***Some of these can be developed during the training and orientation period (60 days)***

Schedule

40-hour work week; The schedule runs Tuesday through Saturday **AND** includes some evenings, special occasions, and training events.

Pay

\$15.00 minimum; higher pay will be considered depending on experience.