



Job Title: Kitchen Manager
Job Type: Part-time - minimum 20 hrs a week
Reports to: Safety and Building Supervisor

The kitchen manager is responsible for managing all food services at our bustling organization and venue. Key responsibilities include overseeing food safety compliance standards; managing special events from preparation to completion; contracting with caterers, vendors, and short-term employees; and preparing food for in-house events in a cost-effective and aesthetically-pleasing manner. Must be available to work Fridays through Mondays with a flexible schedule for the rest of the week.

Kitchen Manager Duties and Responsibilities

- Operate and sanitize all equipment as needed in a safe and proper manner.
- Maintain the cleanliness of the kitchen, storage areas, and dishwashing area.
- Ensure the safety of all food and beverages being served to congregants and guests, as stated by food industry standards.
- Prepare and receive all orders of food, beverage, linen, paper products, and other items necessary to the kitchen and events.
- Conduct weekly maintenance of storage areas and inventory to ensure that proper levels are stocked and to assess ordering patterns and changes
- Prepare weekly Kiddush (reception after religious services) on both Friday evenings and Saturday mornings
- Prepare food and beverage for in-house meetings and events
- Work closely with Rental Coordinator, other staff, congregants or clients to choose proper menus for in-house catered events
- Point of contact for caterers and vendors before an event regarding needs and timeline

Essential Job Duties

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, etc)

Skills and Qualifications

- Previous kitchen, culinary, deli, restaurant, cooking experience required
- Excellent communication skills

- Able to prioritize efficiently
- Effective time management skills
- Strong work ethic and integrity
- Current ServSafe Manager certification or ability to obtain one (Rodef will cover course and exam fee.)
- Knowledge of some Jewish holidays and traditions and kosher food restrictions preferred

Compensation and Benefits:

This is a part-time non-exempt position with a pay rate of \$15.00/hour for at least 20 hours/week. Weekly schedule will be flexible, inclusive of evening, Shabbat and holiday programming. Paid sick time as relevant to Part Time employees. Eligible for 403(b) salary deferral after 1,000 worked hours. Free parking or bus pass provided.

Institutional Background:

Rodef Shalom Congregation was founded in 1856. Its storied history as one of the preeminent Reform congregations in North America is matched by its current standing in the Jewish community locally, nationally and globally as a progressive leader in defining Reform Jewish practice for the 21st century. Based upon the egalitarian and inclusive principles of Reform Judaism, Rodef Shalom Congregation is a house of worship for all people and a safe environment. We welcome all individuals and families to pray, learn, partake in social activities and join in social justice and social action initiatives as well as other congregational opportunities.

To Apply:

Send resume, cover letter, and sample program plan to human-resources@rodefshalom.org.

This position description reflects the general nature of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.