



## Prep Team Lead

NourishKC, home of the Kansas City Community Kitchen

### ***About NourishKC***

NourishKC's mission is to work collaboratively to create food security and systemic change in Kansas City's emergency food services. Our goal is to build partnerships within our local hunger relief system to increase access to healthy food, reduce food waste, and address poverty by providing culinary job training to underserved youth.

NourishKC's Community Kitchen (KCCCK) addresses the immediate need to provide healthy, hot meals while providing a physical and practical space for our Culinary Training Program to teach the hands-on skills needed to succeed in an entry level or professional culinary career. Our food rescue efforts make KCCCK and our Culinary Training Program possible, as well as provide access to fresh, healthy foods to other pantries, shelters, kitchens, and service providers across the KC Metro area.

### ***Position Description***

KCCCK serves up to 500 people daily in a restaurant-style community kitchen. We utilize daily community volunteers to provide individualized table service to everyone. We take exclusive care to ensure that our guests experience a fresh, healthy dining experience within a respectful, safe, and friendly environment. The Prep Team Lead's primary responsibility is to oversee volunteers doing prep work in the kitchen. The Prep Team Lead must also be able to perform all positions in the back of the house and be cross-trained in the front of the house.

### ***Responsibilities***

#### **Food Preparation and Planning**

- Following the Kitchen Manager's daily prep lists and weekly meal plan, ensure kitchen provides nutritious and well-proportioned meals in accordance with The Emergency Food Assistance Program (TEFAP) guidelines
- Meet all health department standards for safe food handling and preparation
- Maintain and implement daily food prep lists provided by the Kitchen Manager
- Train and supervise volunteers in the proper preparation of menu items and operation of equipment
- Control food cost and waste by following proper usage of products from storage areas

#### **Management**

- Participate in pre-shift meetings with General Manager, Front of House Manager, and volunteers to communicate daily tasks and menu items, predetermined each morning with the Kitchen Manager
- Orient new volunteers to kitchen processes, policies and procedures and prepare them for back of house prep tasks
- Ensure that volunteers avoid cross contamination, improper food handling and/or storage practices, etc., through proper training and supervision
- Motivate, develop, and direct volunteers as they work
- Engage volunteers by inviting them to post on social media and support NourishKC through other gifts

#### **Kitchen Operations**

- With the support of the Prep Cook, organize food products and supplies, including assisting with receiving orders and placing them in the walk-in cooler and other storage areas, re-arranging product in the walk-in cooler, and arranging items in cabinets
- Serve as primary contact for food and other in-kind donations at KCCCK, ensuring all donations are recorded promptly and accurately
- Maintain appropriate cleaning schedules for kitchen floors, mats, walls, hoods, ceilings, other equipment, and food storage areas

- Ensure that all kitchen equipment, including but not limited to sinks, stoves, grills, hoods, coolers, freezers, etc., are in proper operational condition and cleaned on a regular basis

Completes other tasks as assigned which are consistent with the definition and intent of the job description.

## **Qualifications**

### **Personal Characteristics**

- Understands ethical behavior and business practices and ensures that own behavior and the behavior of others is consistent with these standards and aligns with the values of NourishKC
- Establishes and maintains positive working relationships with others, both internally and externally
- Speaks, listens and writes in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques
- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Assesses situations to determine the importance, urgency, and risks, and makes clear decisions which are timely and in the best interests of the organization

### **Education & Experience**

- Minimum of a high school diploma or equivalent; previous culinary training preferred
- ServSafe certificate required
- Working knowledge of all restaurant equipment, and local and national health codes
- 3+ years experience in a large volume, fast paced kitchen
- Previous management or volunteer coordination preferred

### **Skills & Reasoning Ability**

- Ability to comprehend and interpret documents such as safety rules, operating and maintenance instructions and policy and procedure manuals
- Knowledge of Microsoft Office 365
- Ability to prepare routine reports and correspondence
- Ability to communicate effectively with employees, volunteers, and guests

### **Working conditions**

- Ability to work Monday through Friday between 6:30am-2:30pm
- Flexibility to work some holidays, evenings and weekends as needed
- Be able to reach, bend, stoop and frequently lift up to 40 pounds
- Be able to work in a standing position for long periods of time (up to 9 hours)

### **How to Apply**

Please send a cover letter and resume to Rachel Morningstar, Programs Director, at [rmorningstar@nourishkc.org](mailto:rmorningstar@nourishkc.org) with the position and your name in the subject line.

### **Want to learn more before you apply? Sign up to volunteer for a shift at the Kansas City Community Kitchen.**

Volunteers fill several different roles, from helping in the kitchen to washing dishes or being wait staff in the dining room. The Kansas City Community Kitchen is open each weekday, including holidays and in winter weather. Register online, [www.nourishkc.org/volunteer](http://www.nourishkc.org/volunteer).

*Nourish KC is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Nourish KC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Nourish KC conforms to the spirit as well as to the letter of all applicable laws and regulations.*