Job Description

Title: Back-End Kitchen Manager (Seasonal)

Supervised By: Greens-N-Grains Program Director

Salary: $41.6K + Benefits

Job Purpose: The job has two areas of focus:

1. Morning job duties - Provide support to the GNG Food Truck Program with prepping and cooking of meals for the program, this would also include making of snack and recipe bags. Making sure that all open containers or properly labeled and stored correctly with first in first out stickers. Once all prep is ready for distribution to schools the program assistant would help with loading the food truck.

2. Afternoon job duties - Once the truck has left for distribution, program assistant will work on finishing snack bags or any prep that needs to be done for the following day, keeping track of kitchen inventory/food storage/organization.

3. End of the day duties - Will include cleaning of the kitchen, proper storage of food and following FBR and Health Department health code and regulations, responsible for sanitizing kitchen and food truck and ensuring all health codes are compliant. The program assistant would report to the GNG Program Director or Program Coordinator at the end of the day.

Qualifications

Demonstrated experience and training in youth development, family programs, and health-related programming.

- Demonstrated experience with food programs or related experience.
- Ability to comfortably use Microsoft Office and other basic computer functions.
- Some ability and/or experience with cooking, restaurant food prep or food truck work.
- Bilingual (Spanish) a plus.
- Must pass food handler’s safety training and The Great Divide and Civil Rights training which will be provided by employer.

Responsibilities

Assist GNG with maintaining program compliance and assist with other items as needed.

Greens-N-Grains program responsibilities:

- Help prep snack and recipe bags on Mondays.
- Assist with prep food in the kitchen.
- Prep food for next day’s meal.
- Help with producing creative recipes that are health related.
- Help organize and clean areas.
- Greens & Grains Kitchen and Food Truck responsibilities
- Load and unload food truck date and time on all produced coming in temperature logs filled out
- Assist in organizing, cleaned building inventory for food truck
- Ensuring food is properly stored- cold or room temperature storage dependent on food type
- Setting regular cleaning standards for the kitchen and verifying that staff is maintaining sanitation levels
- Managing inventory so that all necessary ingredients are stocked for service
- Working with the Head Chef to develop and maintain the restaurant menu
- Streamlining the kitchen processes to maintain efficiency.

For more information on the Denver Inner City Parish, you can go to www.dicp.org
Please email a cover letter, resume, and references to Brandon@DICP.org