



Job Title: Community Kitchen Manager

Job Category: Part-Time / Hourly

Pay Scale: \$10.00

Weekly Hours: 25

Role and Responsibilities

The Community Kitchen Manager (CKM) has a primary responsibility to ensure hot meals are being prepared and served from the Community Kitchen. The CKM is responsible for overseeing the kitchen facilities to ensure the safety of patrons and volunteers. The CKM is responsible for ensuring all volunteers/guests engaged in service of the program of the kitchen are treated with dignity and respect.

The duties of the CKM include but are not limited to:

- Plans and prepares and or oversees meals each week day.
- Coordinates pick-up schedules for off-site food donations.
- Maintains food inventories and prepare food requisitions for order on a monthly basis.
- Maintains inventory of supplies required to serve meals, prepare supply requisitions for order on a monthly basis.
- Maintains clean working facilities and equipment in both the meal preparation area and dining room.
- Maintains inventory and maintenance of all equipment in the meal preparation area.
- Provides help and assistance to volunteers during meal service hours.
- Ensures volunteers are adhering to safe food handling guidelines.
- Ensures volunteers are treated fairly and with respect for the service they perform.
- Ensures all clients are treated fairly and with respect to their situations.
- Makes appropriate referrals to the Voluntary Action Center offices for further assistance as necessary.
- Requests donations of supplies and food items as necessary.
- Provides basic training to volunteers in regards to food preparation, food service, and cleaning.
- Coordinates volunteer schedules to ensure adequate staffing of community kitchen.
- Coordinates groups providing sponsorships of meals.

Time Distribution Analysis

Food Preparation:	50%	Volunteer Management:	20%
Supply Management:	20%	Planning and Organizing:	10%

Management Responsibilities and Chain of Command

The Community Kitchen Manager is responsible for supervising all volunteers who serve in the kitchen. The CKM reports directly to the Executive Director.

Qualifications

- High School Diploma or Equivalency
- Prior food preparation experience
- Three years' food industry management experience
- Strong customer service skills
- Preferred: SafeServe Certification credentials
- Preferred: Prior volunteer organization experience or management of volunteers



Voluntary Action Center

The Heart of a Caring Community

343 South Wall Street • P.O. Box 631 • Calhoun, GA 30703 • PH: 706-629-7283 • Email: voluntaryaction@comcast.net

Application for Employment Package

PLEASE READ CAREFULLY

Thank you for your interest in Hand-up, Inc. DBA – The Voluntary Action Center.

Review the Job Description for the position you are applying. All information pertaining to the job is included in the Job Description.

In order to have your application processed, you must thoroughly answer all questions on the application form. Applications filled out incompletely will not be considered.

While we encourage you to attach a resume, please note that a resume will not substitute for completing any portion of this application. All information will be treated confidentially.

The Voluntary Action Center is, an Equal Opportunity Employer, considers applicants for all positions without regard to race, color, religion, sex, age, national origin, disabled or veteran status, or other legally protected status.

Due to the volume of applications received, only those applicants selected for an interview will be contacted. **Please do not contact me or our office with inquires. Contacting me or our offices for inquiries regarding your application will not change the application review process and may detrimentally impact your application.**

Applications may be submitted by the following methods:

In Person: 343 South Wall Street, Calhoun, GA 30701

Email: stacy.long@voluntaryactioncenter.org

Stacy Long
Executive Director

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION: (Please Print Clearly & Complete Entire Application)

Name: _____ Date of Application: _____

Street Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ E-mail: _____

APPLICATION QUESTIONS:

Position Seeking: _____ Salary Requirement: _____ Date Available to Work: _____

Are you eligible for employment in the United States? No Yes

Have you ever been employed by Hand-up Inc. or served as a volunteer? No Yes
If yes, please explain: _____

Are you related by blood or marriage to any individual currently employed by this organization? No Yes

Have you ever been terminated for cause or asked to resign from a former employer? No Yes
If yes, please explain: _____

Have you ever been convicted of a crime other than a minor traffic violation? No Yes

If yes, please provide a detailed explanation and include date of final disposition of the case and nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of violation, and rehabilitation will be taken into account.

EDUCATION:

High School:

Name: _____ City/State: _____

Number of Years Completed: _____ Diploma or GED: No Yes

College or Technical School:

Name: _____ City/State: _____

Number of Years Completed: _____ Degree: No Yes Degree Type: _____

Other School or Training:

Name: _____ City/State: _____

Area of Study: _____ Degree or Diploma: No Yes Degree/Diploma Type: _____

EMPLOYMENT HISTORY: (Please list positions starting with most recent)

Employer: _____ Phone: _____ May We Contact: No Yes

Address: _____ City/State: _____

Position Title: _____ Supervisor Name: _____

Start Date: _____ End Date: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ City/State: _____

Position Title: _____ Supervisor Name: _____

Start Date: _____ End Date: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ City/State: _____

Position Title: _____ Supervisor Name: _____

Start Date: _____ End Date: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ City/State: _____

Position Title: _____ Supervisor Name: _____

Start Date: _____ End Date: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

WORK REFERENCES: (Do not include relatives)

Name	Job Title	Years Known	Phone	E-mail
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

PERSONAL REFERENCES:

Name	Relationship	Years Known	Phone	E-mail
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

SKILLS AND QUALIFICATIONS:

Secondary Languages: _____ Fluency: _____

Computer Skills: Word Excel Power Point Online Data Entry

Please summarize and other qualifications:

APPLICANT AUTHORIZATION STATEMENT: (Please read carefully before signing)

I understand that employment with Hand-up Inc. DBA Voluntary Action Center (the Organization) is at-will, meaning that I or the Organization may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize the Organization to conduct a thorough background investigation of my work and personal history, to verify all data provided on this application or during interview(s). I hereby release the Organization, and its representative or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms name to provide any requested information and release them from all liability for provided requested information.

I understand that the Organization requires the successful completed of a criminal background check and may require a drug test as a condition of my employment.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all statements in this application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to employ.

Signature of Applicant: _____ Date Signed: _____