



Part-Time Kitchen Manager

About Outreach, Inc.

Outreach is a faith-based nonprofit organization in Indianapolis, IN, that serves youth experiencing homelessness with the compassion of Jesus Christ. Our mission is to equip and empower youth (14 to 24 years of age) facing homelessness to achieve stability and life transformation.

What We Believe

We operate fundamentally through God's grace. Our staff, volunteers and board members trust God for His direction and provision for the ministry. Although Outreach, Inc. is faith-based, we are not based upon any one denomination's doctrine or theology. We welcome board members and staff of any Christian denomination and are comfortable with leaving space for differences of doctrine and theology.

Position Summary

This position plays an important role in providing behind-the-scenes support to our Program Center Team as they work with, on average, 30-50 youth daily. This role is primarily responsible for duties related to maintaining a commercial kitchen area, while promoting a safe, hospitable space for group interaction to build a healthy community of youth. This individual will facilitate and maintain all commercial kitchen operations during programming.

Position Duties & Responsibilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel.

Your essential job functions will include:

- Understanding and following Commercial Kitchen Operations mandated by the State of Indiana
- Pre-meal preparation, including inventory management for food, serving and kitchen supplies, shopping and organization
- Meal preparation for youth, feeding between 30-50 youth and guests per program
- Proper food handling and refilling prepared dishes as needed during meal service hours
- Working with, instructing, and empowering committed volunteers
- Providing kitchen orientation for new volunteers and staff
- Overseeing proper kitchen safety and overall cleaning of the kitchen
- Ensuring routine maintenance is completed (such as descaling dishwasher, seasoning the griddle), notifying appropriate staff when kitchen equipment needs professional maintenance
- Closing kitchen and dish station up to Indiana State standards
- Creating and maintaining a fun environment with volunteers and staff committed to serving

Outreach Staff Responsibilities

- Attend staff and department meetings, team trainings, 1-1 supervision with Program Manager
- Participate in team and individual evaluations
- Participate in fundraiser and youth celebration events and other programs which further Outreach's mission
- Attend local conferences and workshops that relate to homelessness

Qualifications

The requirements listed are representative of the basic knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. The individual in this role must display the highest level of integrity and confidentiality. Outreach also values innovative thinking, and a successful candidate will be a self-starter who can work within the team to achieve goals and objectives. The individual should have effective communication skills, attention to detail and organization, flexibility and adaptability. The individual must possess a strong work ethic and can work well both independently and with a team.

While performing the duties of this job, the employee has the potential to encounter clients with unpredictable behavior. It would be beneficial for the individual to possess a working knowledge of trauma-informed care, de-escalation techniques, and conflict resolution skills. A successful candidate would also embody Outreach's organizational values of Unconditional Love, Authentic Relationships, Growth Mindset, Empowerment, and Health & Wellness.

Supervisory Responsibility

This person would be responsible for training and directing kitchen volunteers and volunteer groups.

Work Environment

This position operates in a kitchen environment. The individual is expected to maintain personal/professional competency and works to create an environment of courtesy, respect, enthusiasm, and a positive attitude in all interactions both internal and external to the organization. This position may require occasional work outdoors with exposure to weather conditions.

Position Type/Expected Hours of Work

This is a part-time hourly position for a total of 20 hours a week, with regular hours of 8:30 am – 2:30 pm on Mondays, Wednesdays, and Fridays, and 9:30 am – 11:30 am every other Thursday for staff meetings. This position is located on-site at Outreach's Near Eastside Program Center (2416 East New York Street, Indianapolis, IN 46201).

Desired Skills and Experience

Required:

- Current or previous experience working in a commercial kitchen setting
- Participation in at least 4 hours of training per year
- A willingness to perform duties as assigned
- Ability to connect relationally and communicate with others, including youth receiving services
- Solid understanding of kitchen operations and commercial kitchen equipment
- Ability to train and lead volunteers and volunteer groups through meal service

Optional:

- Supervision or management experience

Additional Eligibility Qualifications

Must pass a criminal background check in accordance with Outreach's operating protocol.

Must have and maintain a valid drivers' license.

ServSafe Food Protection Manager Certified or be able to obtain certification within 3 months of starting employment.

Position Leader

Program Center Manager

Classification

Non-exempt, Hourly

Salary & Benefits

\$20.00/hour. Paid time off including vacation, holidays, sick time & quarterly Spiritual Formation Days.

This position description does not constitute a contract of employment and Outreach may exercise our employment-at-will rights at any time.