Kitchen Manager

ABOUT HOT BREAD KITCHEN & JOB OVERVIEW
Hot Bread Kitchen is a non-profit social enterprise that creates economic opportunity through careers in food. Part of our work is to provide licensed and affordable commercial kitchen space and business development support to grow their food ventures.

Hot Bread Kitchen is looking for a Kitchen Manager to provide logistical and administrative support to the kitchen users at 1580 Park Avenue and 630 Flushing Ave Brooklyn, serving as a liaison between these businesses and kitchen management as needed. Additionally, the Kitchen Manager will lead and plan our efforts to consolidate our facilities. The ideal candidate for this role is someone who is proactive, efficient and thorough when it comes to daily tasks and communication as well as a strong team player. You must be open to change, flexible, and not afraid to try and learn new things.

GENERAL RESPONSIBILITIES:

Responsibilities include but are not limited to:

Related to the kitchen usage include:
- Serve as a liaison between kitchen users and the facility, including managing bookings in Food Corridor, fielding questions and concerns
- Onboard new users into the kitchens as needed
- Supervise facilities and oversee staff to ensure efficiency, quality, cleanliness, organization and proficiency
- Ensure proper sanitation guidelines are met and maintained
- Act as point person while on site with maintenance requests and techs ensuring that equipment troubleshooting is carried out thoroughly
- Coordinate (inventory and/or raise order request) and receive items coming in; put away in a tidy and organized fashion
- Oversee general cleanliness of the department; update daily cleaning checklists as needed

Related to the facilities team include:
- Manage a team of porters
- Assist with determining daily priorities of staff
- Communicate with manager regarding the pace of daily facility staff to make sure everyone stays on track and tasks are being completed in a timely, efficient manner
- Follow policies and procedures in training documents and employee handbook
- Attend meetings with management/leadership as needed
- Being on call certain days for call outs, tardies/emergencies and handle/address in a professional and reasonable manner - find and/or be shift coverage when needed
DESIRED ATTRIBUTES:

- Experience managing teams of 4+ people in a food manufacturing environment preferred
- Knowledge of facilities systems, vendor management systems, operations, and maintenance.
- Working knowledge of relevant New York City/State DOH/Ag&Markets compliance, and Federal regulatory requirements. NYC Food Handler’s license required
- Familiarity with operation & maintenance of kitchen equipment
- Keen eye for preventing and/or attending to personnel safety issues
- Excellent time management skills and the ability to deliver work on assigned schedules
- Demonstrated excellent oral and written communication skills. Ability to communicate and work effectively with all levels
- Demonstrated ability to act decisively and independently to resolve issues
- Strong computer skills including the ability to learn new software as necessary. Ability to fully utilize email, electronic calendars, Microsoft Word, and Microsoft Excel
- Ability to lift and carry objects weighing 50+ pounds

COMPENSATION & LOCATION:

This is a transition role working up to 30 hours per week leading our efforts to consolidate our facilities. Compensation is commensurate with experience.

This will be an onsite role based in our kitchen in East Harlem. Duties may need to be undertaken during and/or after normal business hours. Weekend and holiday availability is required, as well as hours in the early morning and at night.

TO APPLY:
Applications must include a cover letter, resume, salary requirements and should be sent to: hr@hotbreadkitchen.org. Please include “Kitchen Manager - Your Name” in the subject line.