

Food/Supplies Manager

Duties include but not limited to:

Keep inventory of available non perishables in the pantry, taking care to date check and rotate incoming donations and purchases.

Keep inventory of consumable supplies such as food service gloves, hairnets, food storage bags, paper towels, and any to-go containers used for meals.

Discard un-usable items as needed. Keep the fridge and freezer organized and clean.

Coordinate with Head Cook on food supplies needed. Order and pick up food & supplies from Ozarks Food Harvest. Check in order, date food, rotate stock and put items away on pantry shelves, freezer, and cooler.

Coordinate with Head Cook on any major equipment repairs or purchases to present to the Community Kitchen Administrator and Board.