

Manna Community Kitchen: Meal Service Coordinator Job Description

Position Title: Meal Service Coordinator

Location: Manna Community Kitchen, Northampton, MA

Overview

Manna Community Kitchen is seeking a dedicated and organized Meal Service Coordinator to manage the preparation and delivery of meals for our community. This role is crucial in ensuring that we provide nutritious meals for approximately 400-450 people each day, including in-person dining, home deliveries, and meals for the shelter at Craig's Doors. This is a Friday and Saturday position with hours from 7 AM to 2 PM. Applicants must be a licensed driver.

Key Responsibilities

Meal Planning and Preparation

- **Plan Weekly Menus:** Develop balanced and nutritious meal plans that cater to a diverse population.
- **Ingredient Procurement:** Shop for necessary ingredients and supplies at Restaurant Depot and other local vendors, adhering to budget constraints.
- **Food Preparation:** Oversee the preparation of meals, ensuring high standards of quality and safety are maintained.

Volunteer Management

- **Volunteer Coordination:** Manage a team of volunteers to assist with meal preparation, serving, and cleanup.

- Team Leadership: Foster a positive and inclusive environment for volunteers, ensuring they feel valued and informed about their roles.

Meal Service

- Serving Meals: Organize and oversee the serving of meals to about 150 in-person guests, ensuring efficient and respectful service.
- Packaging for Delivery: Coordinate the packaging of 150 meals for delivery, ensuring accuracy and timeliness.
- Shelter Meal Preparation: Prepare and ensure delivery of 90 meals to Craig's Doors by 1 PM daily.

Cleanup and Maintenance

- Kitchen Cleanup: Ensure the kitchen and dining areas are cleaned and sanitized after each meal service, maintaining compliance with health and safety regulations.
- Equipment Maintenance: Monitor kitchen equipment for functionality, reporting any issues promptly to the Operations Manager.

Qualifications

- Experience: Previous experience in a commercial kitchen or food service environment is essential. Experience in a leadership or supervisory role is preferred.
- Skills: Strong organizational and multitasking abilities. Excellent communication and leadership skills, with a knack for fostering teamwork.
- Knowledge: Understanding of food safety and sanitation standards.
- Physical Requirements: Ability to stand for extended periods, lift up to 50 pounds, and work in a fast-paced environment.

- Licensing: Must be a licensed driver.

Application Process

Interested candidates should submit a resume and cover letter detailing their relevant experience and interest in the role. Please send applications to Kaitlyn Ferrari at kaitlyn@mannanorthampton.org.

Manna Community Kitchen is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome applications from all qualified individuals.

Join us in making a meaningful impact in our community by ensuring that everyone has access to healthy, hearty meals.