



JOB DESCRIPTION

Job Title:	Nutrition and Kitchen Manager
Location:	Denver
Department:	50 - Drop-In Center
Reports to:	Assistant Supervisor
Supervises:	None
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

JOB SUMMARY

Under the supervision of the Assistant Supervisor in the Outreach program, the **Nutrition and Kitchen Manager** will be responsible for overseeing and supporting all meals, cooking classes, and community food partnerships connected to Urban Peak's Drop-In Center. The secondary task of this position is to form relationships with youth in the Drop-In Center and to build healthy and strong relationships with these youth in order to empower them on their path to self-sufficiency. The holistic well-being of youth experiencing homelessness is jeopardized by a lack of access to nutritious food options. In light of this, the Nutrition and Kitchen Manager acts as a liaison to advocate for healthy, sustainable food choices for the youth who access Urban Peak services through creating ongoing menus and community partnerships that lend to this goal. This is accomplished through oversight of meal volunteers and coordinating with Facilities Maintenance to maintain a clean and functional kitchen, as well as creatively cultivating healthy menu options, forming new and supporting pre-established relationships with food partners in the community. The Nutrition and Kitchen Manager works as part of the larger Outreach team to coordinate care and services for our community members.

QUALIFICATIONS

- Three years of culinary experience in a commercial kitchen or catering for large groups and/or related educational background (preferred)
- Experience working with and/or overseeing volunteers (preferred).
- Experience or education in areas of health and nutrition (preferred).
- Lived experience of homelessness (preferred)
- Willingness to work with oppressed and marginalized populations, including youth who identify as LGBTQ, and a commitment to advocacy and empowerment in diversity and inclusion work.
- Able to function as a member of a multi-disciplinary team and work with collaborating agencies and community partners.
- Able to multi-task and work calmly in a chaotic environment.
- Must be team-oriented and able to coordinate with various departments and staff.
- Must be computer proficient and possess experience of Microsoft Office Suite (e.g. Outlook, Word, PowerPoint, and Excel).
- May be required to be insurable as a driver on Urban Peak's auto liability policy in order to conduct business on behalf of the agency and/or transport youth using an Urban Peak vehicle and an approved personal vehicle.
- Must pass both federal and state background checks.
- Must pass pre-employment TB screening.

WORK SCHEDULE

This position will run primarily from 8 am – 4 pm, Monday through Friday.

JOB DUTIES

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional duties may be assigned.

Nutrition and Sustainability

- Continually grow in personal education and awareness around the intersection of diet and nutrition with mental health, physical health, and overall well-being.
- Create and implements financially reasonable meals that emphasize plant-based, local, organic, and/or sustainable foods.
- Utilize youth voice in creating meal schedules.
- Provide monthly opportunities for youth to engage in healthy cooking classes and/or assist in meal preparation.
- Minimize food waste in the creation and disposal of meals.

Community Partnerships

- Work to utilize food resources that already exist in the surrounding community, through partnerships with We Don't Waste, Metro Caring, and more.
- Strategically connect with farms, restaurants, grocery stores, and other community partners to create a sustainable source of food donations.
- Upkeep membership at Food Bank of the Rockies.

Kitchen Oversight

- Responsible for weekly food orders as needed.
- Point person for scheduled routine kitchen maintenance.
- Oversee that the kitchen remains up to defined safety and cleanliness standards.
- Provide meal volunteers with a kitchen orientation and support throughout their shift.
- Plan and coordinate appropriate assistance from other staff and youth for meals without volunteers.

Documentation

- Document youth attendance in kitchen classes.
- Keep a log of refrigerator, freezer, and pantry temperatures on an ongoing basis.
- Gather volunteer waivers from all meal volunteers and submit to the Volunteer Coordinator on a weekly basis.

Professional Development

- Attends professional trainings as required.
- Educates and trains volunteers and community partners in all aspects of working with youth who are homeless or at high risk of homelessness.
- Cultivates strengths and passions through seeking out trainings, seminars, and conferences to attend.
- Steps up to train others (formally and/or informally) in areas of expertise.

PROFESSIONAL PERFORMANCE

- Adhere to all Personnel Policies and Procedures for the Agency
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a “role model” both at and away from the Agency
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program
- Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity at all times.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience
- Actively strive to create and maintain a culturally sensitive, trauma informed and appropriate environment through communication and interaction that demonstrates respect for diversity
- Promote the philosophy of trauma informed care in interactions with youth, staff and individuals both internally and externally
- Support youth development and youth involvement in decision-making processes

PHYSICAL REQUIREMENTS

- Employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and occasionally stoop, kneel, or crouch
- Able to speak and write the English language in an understandable manner
- Requires the ability to use department equipment, such as telephones, personal computers, adding machines, copiers, fax machines, etc. Position requires frequent use of computer and phone
- Able to hear well enough to communicate with employees and others
- Able to be on feet and mobile up to 8 hours per day
- Able to lift up to 50 lbs

WORK ENVIRONMENT

Employees in this position may be subject to long hours on their feet and interpersonal contact from non-employees that include sexual innuendo and raw, abusive or threatening language.

ACKNOWLEDGEMENT

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. Urban Peak may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

Employee Signature

Date