

Kitchen Supervisor

Full-Time | Hourly



About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at www.projectplace.org for more information about our organization.

About This Job

Job Title: Kitchen Supervisor, Working Opportunities for Women (WOW)

Reports to: Working Opportunities for Women (WOW) Manager

Responsibilities:

Working Opportunities for Women (WOW) is a small business of Project Place that offers on-the-job training and employment services. WOW teaches trainees food safety, basic culinary skills, and customer service while providing food service for Roxbury Community College (RCC) and the Reggie Lewis Track and Athletic Center. The Kitchen Supervisor is a vital member of the team.

Specific duties of the Kitchen Supervisor include:

FOOD SAFETY, BASIC CULINARY SKILLS, AND CUSTOMER SERVICE

- Instructing trainees how to safely operate in the kitchen and prepare food using a hands-on approach while following program policies and procedures
- Meeting daily production targets while following standardized recipes
- Controlling food and labor costs to stay within the budget

- Keeping the kitchen clean and organized; maintaining a safe working environment
- Storing food in compliance with Board of Health regulations
- Maintaining equipment properly for productivity and safety
- Ensuring food is prepared and served in compliance with ServSafe standards
- Teaching customer service skills, including assessing customer needs, problem solving, working in teams, selling, and increasing customer satisfaction and retention

SUPERVISION AND EVALUATION

- Supervising and training WOW trainees
- Providing regular written feedback on all trainees; communicating with case managers to help trainees succeed
- Overseeing all kitchen operations when the WOW Manager or Director is not present

Other tasks as assigned by the Executive Director or designee.

Qualifications:

- Three or more years of kitchen experience in a high-volume kitchen
- Certification as a ServSafe manager
- Culinary, supervisory, and training experience with strong work ethic
- Basic business and management skills (planning, resource allocation, and human resources)
- Outstanding communication, interpersonal, and leadership skills
- Proactive problem-solver
- Excellent organizational and time-management skills
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders
- Availability to work nights and weekends as needed for events
- Ability to lift 50 pounds, stand for extended periods of time, and work in a physical and active role
- Ability to pass a RCC background review, including meeting RCC's requirement that all staff are vaccinated against COVID-19.

Location: Roxbury Community College, 1234 Columbus Ave, Boston, MA 02120

Schedule: Monday through Friday with some weekend work; 40 hours a week.

Compensation & Benefits

The pay rate for this position is \$21 per hour.

Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, vision insurance, life, and long-term disability insurance
- 401(k) plan and 401(k) match.

How to Apply

Please submit both a cover letter and resume to Loie Williams, Director of Working Opportunities for Women, at LWilliams@projectplace.org. No phone-call inquiries or in-person applications, please.

Equal Employment Opportunity & Affirmative Action Policy

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.