

# Kitchen Supervisor

Full-Time | Hourly



Jobs • Housing • Hope

## 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](http://www.projectplace.org) for more information about our organization.

## About This Job

*Job Title:* **Kitchen Supervisor**

*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 transitional employment to individuals experiencing homelessness and poverty. 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 on how to safely operate in the kitchen and prepare food
- Utilizing a hands-on approach to modeling culinary and food safety skills for trainees
- Meeting daily production targets while following standardized recipes
- Assisting in the control of food and labor costs to stay within the budget
- Maintaining a clean, organized kitchen and safe working environment
- Storing food in compliance with Board of Health regulations

- Maintaining equipment properly for productivity and safety
- Ensuring food is prepared in a timely manner and served in compliance with ServSafe standards
- Assisting in the development of customer service skills such as: assessing customer needs, problem solving, working in teams, selling product, and increasing customer satisfaction & retention.

#### SUPERVISION AND EVALUATION

- Supervising and training WOW trainees
- Enforcing program policies and procedures
- Providing observations to guide regular written feedback to be delivered to all trainees
- Overseeing kitchen operations when the Manager or Director of WOW are not present
- Other tasks as assigned by the Executive Director or designee.

#### *Qualifications:*

- Two or more years of kitchen experience in a high-volume kitchen
- Certified ServSafe manager or ability to be certified within the first 30 days of employment
- Supervisory and training experience preferred
- Demonstrated ability to solve problems, manage time, work in a fast-paced environment and communicate effectively
- 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, active role
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and substance use disorders
- Ability to pass a Roxbury Community College background review.

*Location:* Work will be performed primarily in person at Roxbury Community College.

*Schedule:* Monday through Friday with some event-oriented weekend shifts, 40 hours a week, typically from 7:00 AM to 3:00 PM.

## **Compensation & Benefits**

The compensation for this position is \$22 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, and life/long-term disability insurance
- 401(k) plan and 401(k) match.

## **How to Apply**

Please submit both a cover letter and resume to Mary Cronin, Working Opportunities for Women (WOW) Manager, at [mcronin@projectplace.org](mailto:mcronin@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.