

We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Program Manager/Open Hand Kitchen (OHK)**

Reports to: **Associate Director of Community Support**

FLSA Status: **Full-time, Exempt**

EEO Code: **2**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those most in need with compassion and dignity.

Position Summary:

The **Program Manager** for the **Open Hand Kitchen (OHK)** is responsible for the day-to-day planning, preparation, crafting, presentation, and clean-up of nutritious meals for our guests. SVDP, one of Louisville's longest-serving, charitable organizations, serves 2 meals a day (Noon and 5:00 pm) virtually every day of the year.

This important position is in many ways the *face* of the Agency and works to cultivate, nurture and maintain donor and volunteer relations just as much as they create the weekly menu from the many food donations we receive.

Essential Duties and Responsibilities:

- Plan meals and direct Staff to prepare, craft, present, and clean-up, based on food items that are received
- Cultivate, nurture, and maintain Donor and Volunteer relationships
- Communicate and coordinate with the Director of Volunteers
- Lead the OHK Program by organizing food items needed for meal preparation and directing the operation and maintenance of food preparation areas
- Delegate the cleaning, maintenance, and organizing of dishes, refrigerators, freezers, and dry storage area in the kitchen area and personal workspaces
- Conduct monthly individual supervision and staff meetings.
- Manage kitchen compliance (policies, procedures, protocols, etc.)
- Attend pertinent trainings in adherence to recording and reporting monthly statistics.
- Adhere to standards of OHK including but not limited to:
 - Maintaining sanitation
 - Rotating stock to ensure the freshness of food prepared
 - Correct handling and storage of fresh and leftover foods
 - Labeling and dating of all prepared foods
- Utilize rescued foods
- Lead and inspire, by example, the OHK Staff, Clients, Volunteers, Donors and Guests
- Advise Agency Directors of any relevant concerns in a timely manner
- Keep accurate records of meals served, people served and supplies used as needed
- Assist the Associate Director of Community Support and Director of Development in soliciting donations and funding and in reporting any funding received
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- Experience leading a commercial kitchen
- Knowledge of safety guidelines and procedures in a commercial kitchen
- Learn, know and comply with health department sanitation guidelines and assist in maintaining cleanliness
- Experience with departmental budgeting
- Knowledge and experience working with the homeless, chemical dependency issues, and crisis intervention techniques is a plus
- Demonstrated leadership qualities and project management skills
- Ability to take initiative and problem solve
- Excellent organizational, written, and oral skills are a plus
- Ability to interact effectively and professionally with Staff, Clients, Donors, Volunteers and Guests
- Self-motivated and detail-oriented
- Commitment to the mission and goals of St Vincent de Paul

Education, Qualifications, Certifications, Trainings, Licenses:

- Culinary education/training
- Donor relations/Volunteer Coordination experience
- A combination of education, training and experience that results in demonstrated proficiency to perform the work may be substituted
- Minimum High School Diploma or equivalent
- Minimum 2 years of experience in a related position/setting
- Must obtain Health Dept Certification within 6 months of employment
- Must get Hepatitis A vaccination
- Submit to TB test annually
- Successfully pass any required pre-employment background and drug screening
- Valid Driver's license

Reporting to this Position: Kitchen Supervisor, Lead Cook, 2 Cooks, 2 Dishwashers, numerous Volunteers

Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. Must be able to climb stairs. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends and in inclement weather.

Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by St Vincent de Paul.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To Apply:

Online: <https://www.svdplou.org/jobs/>

Email cover letter and resume to: hr@svdplou.org (In the subject line: Program Manager/OHK)

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.