

Full-time Kitchen Coordinator

Arlington Life Shelter is looking for a hard-working, organized professional to fill our Kitchen Coordinator position. The ideal candidate will be a well-rounded and dependable employee with the ability to work well with a diverse population. In this fast paced and fluid environment, you will use your food safety knowledge to keep our department organized and compliant.

Responsibilities:

- Serve lunch and dinner
- Assist with food donations
- Organization of kitchen, refrigeration, and pantry
- Assist with inventory
- Clean all dishes, workstations, cooking equipment, and food storage areas in accordance with food safety regulations
- Complete all logs
- Manage food rotation
- Light food preparations
- Work with Food Teams that prepare meals at our location
- Sweep and mop floors
- Cleaning trash cans and disposing refuse on a regular basis
- Reporting all damaged or faulty equipment to the Kitchen Manager
- Other duties as needed

Requirements:

- High school diploma or equivalent
- Prior experience in a similar position
- Love to cook
- Thorough knowledge of food safety procedures
- Ability to obtain a food handlers certificate within 30 days
- Excellent organizational, time management, and multitasking abilities
- Capacity to work in a fast-paced environment
- Ability to stand for extended periods and lift 50 lbs
- Ability to work weekends and holidays
- Hours: Noon – 8pm
- Workdays – Saturday, Sunday, three other days flexible
- Full-time benefits