SITE SUPERVISOR

Reports to: Senior Meal Program Manager
Status: Part-Time, hourly
Pay Rate: $23.85 - $26.50
Schedule: 10:30 am - 1:30 pm
Location: Pleasanton Senior Center, 5353 Sunol Blvd, Pleasanton, CA 94566
Benefits: Paid Time Off, Sick Time

The Mission of Open Heart Kitchen is to provide equitable access to nutritious food today, while building a food secure tomorrow.
Learn more at: www.openheartkitchen.org

Definition:

The Site Supervisor is responsible for supervising the operation of OHK's meal service at specific serving locations. The Site Supervisor works with the volunteers on site to produce and deliver a nutritious meal following an established menu. The Site Supervisor is responsible for ensuring that the site runs efficiently, with particular attention to cleanliness, adherence to sanitation and safety regulations, cost-effective delivery of a nutritious, quality meal, and the well-being of the guests.

Responsibilities and Duties:

- Supervise and monitor the operation of assigned OHK serving site(s) in the delivery of nutritionally balanced meals to OHK guests and when needed, provide hands-on assistance in the meal delivery of OHK meal programs.
- Provide on-site training to scheduled and approved OHK volunteers in duties that are carried out at the sites(s) i.e., opening, meal preparation and serving, clean up, and closing.

- Maintain OHK's kitchen, pantry, and capital equipment at serving site (s) following safety codes defined by Operations Director in OHK Operation Manual(s).
- Responsible for ensuring that food and dry goods are stored in a safe and hazard-free environment.
- Responsible for following menus and recipes.
- Responsible for following serving portions outlined by the Production Kitchen Chef.
- Responsible for following all Alameda County Area Agency policies and procedures.
- Regularly and accurately complete weekly donation deposit paperwork.
- Collect and secure confidential client information.
- Responsible for entering reservations and creating client cards in MySeniorCenter.
- Supply volunteer coordinator with data on volunteer performance as required.
- Regularly communicate clearly with the Volunteer Coordinator OHK volunteer needs and volunteer performance reports for assigned serving site(s);
- Communicate clearly and frequently with the Program Manager on OHK needs and concerns including recommendations with the objective of improving efficiencies, lowering costs and meeting goals of OHK meal programs;
- Maintain a friendly but professional attitude with respect for guests, co-workers, and volunteers.
- Attend and participate in monthly staff meetings.
- Perform related duties and responsibilities as required.

Qualifications:

- High school diploma or equivalent.
- Preferred candidates will have one year of food service experience.
- Candidates will be asked to successfully complete and maintain an OHK-approved accredited food safety/sanitation course certification within 30 days of hire date.
- Proof of negative TB test (re-test every 4 years).
- Strong commitment to Open Heart Kitchen's mission and core values including racial equity and social justice.

Demonstrated experience in and capability to:

- Supervise and train volunteers
- Use kitchen equipment
- Communicate effectively, both orally and in writing;
- Problem solve and be proactive
- Current valid California Driver License.
- Physical Requirements Ability to lift up to 40 lbs
- Frequent bending, standing, stooping, reaching, twisting, talking and hearing.

Application Submission: To be considered for this position, submit a cover letter and resume. Open Heart Kitchen is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or protected veteran status.

If you need a reasonable accommodation for the online application process due to a disability, please call 925-580-1616 and leave your contact information and details about the posted position of interest. Only messages regarding assistance for those who need an accommodation with the online application process due to a disability will be returned.