



**GILDA'S
CLUB
GRAND
RAPIDS**

An Affiliate of the
CANCER SUPPORT COMMUNITY

Gilda's Club Grand Rapids

Position Overview: Kitchen Coordinator

Reports to: Director of Program Operations

Classification: Part-time

Hours: Up to 15 to 20 hours per week

Position Overview:

The responsibilities of the Kitchen Coordinator include planning weekly menus, shopping/ordering and monitoring food, preparing meals, cooking meals and support in the set-up of the meal system. This position will have assigned responsibilities to support in the recruitment and training of lead kitchen volunteers, as well as provide direction to volunteers that may present as individuals or as a group, ensuring a positive volunteer experience. Assist in keeping the kitchen environment sanitary, safe and well-organized.

Position Requirements/Qualifications:

- Minimum of 2 years of work experience (paid or volunteer) in cooking for 15 to 60 people
- Food handler certification or willingness and ability to successfully complete course and pass certification test within the first few months of employment
- Ability to multi-task and have an eye for details.
- Excellent communication skills and ability to build rapport with Gilda's Club members, staff, and volunteers
- Ability and willingness to work 15 to 20 hours per week during the time of day that is necessary to prepare meals for the evening
- Excellent organizational skills
- Professional, responsive and positive work attitude
- Ability to problem-solve and prioritize tasks with minimal supervision
- People/team orientation and outstanding ability to connect with others, convey sensitivity, and show empathy, compassion, warmth, and grace.

Personal Characteristics Required:

- Hard, energetic worker who is organized, detail oriented and able to multitask.
- Individual that is committed to upholding and inspiring high standards of cleanliness.
- Motivated self-starter of integrity who is committed to service and excellence.



An Affiliate of the
CANCER SUPPORT COMMUNITY

- Emotionally mature, self-confident individual with sound judgment and a sense of humor.
- Possesses compassion for people living with cancer and has the capacity to discuss cancer and grief as a part of life either with members and/or volunteers.

Physical and Mental Requirements include being able to:

- Ability to lift, carry and move produce, frozen foods and other up to 35 lbs
- Ability to work positively in a shared kitchen
- Assist with general kitchen housekeeping and maintenance items; including hauling garbage to the dumpster, removing bags of beverage cans, etc.
- Show proof of a valid vehicle license.
- Successfully handle the social and emotional demands of the job.

Priority Job Responsibilities:

This position will include, but will not be limited to, the following functions:

1. Meal/Recipe Coordination
 - a. Prepare weekly meal plan based on projected Clubhouse member participants for evening meals are served (up to four times/week).
 - b. Anticipate needs for food in the Clubhouse for special events for members or staff.
 - c. Work with other Staff as needed to coordinate menus for fundraising/donor events.
 - d. Coordinate shopping and securing of food, utilizing volunteers as available.
 - e. Work with Volunteer Coordinator and Program Director to best prepare and plan for each week's meal needs, utilizing volunteers as support when available.
2. Kitchen Oversight
 - a. Develop, implement and/or revise procedures, protocols, requirements and training materials for the kitchen.
 - b. Maintain food storage areas by organization food and removing expired items.
 - c. Prepare and serve dinner and other meals following proper food handling procedures.
 - d. Adhere to monthly budget for kitchen needs and complete monthly reports as requested.
3. Volunteer Use and Oversight



**GILDA'S
CLUB
GRAND
RAPIDS**

An Affiliate of the
CANCER SUPPORT COMMUNITY

- a. Recruit, train and schedule volunteers for support of meals.
- b. Work in conjunction with Volunteer Manager for utilization of volunteer groups when needed, providing high level overview of our mission.
- c. Plan work for and oversee volunteers as needed for Clubhouse meal preparation and shopping projects.
- d. Create and foster a welcoming environment for volunteers to ensure that they have a rewarding experience.

General and Team Culture Support:

1. Reflect positively the mission and good work of Gilda's Club.
2. Contribute to the unique environment and culture established by the Gilda's Club staff for the Gilda's Club membership when in the Clubhouse and externally in the community when working in this contracted position.
3. Commit to Gilda's Club **Philosophy and Culture demonstrated by:**
 - a. Thoroughly understanding and committing to the Gilda's Club's program and philosophy and culture.
 - b. Contribute to the unique environment and culture established by the Gilda's Club staff for the Gilda's Club membership when in the Clubhouse and externally in the community when working in this position.
 - c. Work with all team members to develop a supportive, communicative, and productive environment based on the Core Values and the Team Culture Standards outlined that uniquely makes up Gilda's Club Grand Rapids.
 - d. Actively participate in team and all-staff meetings, staff team building activities and training and actively foster the Gila's Club environment as it relates to the "Program and Philosophy" and employee manual.

Other duties as assigned:

This position will demand flexibility, creativity, and adaptability. Job responsibilities may be expanded or re-assigned by the President or other members of the Executive Team based on the immediate needs of Gilda's Club