

BrightStone Job Description

Title: Kitchen Manager

Classification: Full-time, Salary, Exempt

Reports to: Day Program Coordinator

Position Summary:

The Kitchen Manager is responsible for supporting the health and well-being of BrightStone students by planning, sourcing, and preparing nutritious meals and snacks that align with individual dietary needs, restrictions, and health plans. The Kitchen Manager maintains a safe, clean, and organized kitchen and multi-purpose area and actively engages students in kitchen and nutrition activities that enhance their confidence, participation, and quality of life.

Principal Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Organize, plan, and prioritize kitchen duties for the day

- Participate in daily morning staff meetings to stay informed of student needs, schedule changes, health concerns, and program activities, helping ensure a coordinated and student-centered approach
- Supervise and coordinate kitchen staff, assigning responsibilities and monitoring performance to ensure quality, efficiency, and compliance with food safety standards
- Prepare and plate 60–70 individual meals within a short time span while adhering to dietary restrictions, allergy protocols, and food safety standards to prevent cross-contamination
- Maintains the cleanliness of the kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment; this would include wiping tables, washing dishes, wiping counters, appliances, sweeping, mopping, or vacuuming as needed
- Ensure all towels and aprons from the kitchen are laundered as needed
- Maintains equipment, storage, food preparation, and serving areas in a sanitary condition for the purpose of complying with current health standards
- Prepare and consult daily/weekly/monthly maintenance checklist to maintain proper operations of equipment and cleanliness
- Maintain equipment in safe working order; Prepare documentation of equipment logs for the purpose of providing written support and or conveying information, including reporting equipment malfunction

2. Source and procure food and supplies needed for areas of responsibility.

- Plan and prepare weekly menus to be posted by Thursday for the following week
- Assess and accommodate individual dietary restrictions, allergies, and nutritional needs to ensure safe and appropriate meal planning
- Coordinate recipe development and standardization
- Prepare weekly grocery list for snack and lunch, and prepare biweekly delivery order in coordination with consumables department
- Assist with preparing shopping list of general supplies needed that will be purchased by other staff
- Clean and store garden harvest

Other Duties and Responsibilities:

Knowledge, Skills and Abilities Required:

- High School diploma or equivalent
- Servsafe Certification
- 5+ years of kitchen experience
- Cooking experience in scratch kitchen
- Knife skills
- Management skills
- Strong verbal and written communication skills
- Ability to multi-task with focus and efficiency
- Analytical problem solving and sound judgment skills
- Ability to bend and stand for long periods of time
- Ability to lift up to 50 pounds

Employee Acknowledgment

I have reviewed and understand the responsibilities and expectations outlined in this job description. I acknowledge that this document is intended to describe the general nature and scope of the position and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.

I understand that BrightStone reserves the right to modify, assign, or reassign job duties and responsibilities as organizational needs evolve. I further acknowledge that I may be required to perform additional duties not specifically outlined in this job description to support the mission, operations, and needs of BrightStone.

I confirm that I have received a copy of this job description.

Employee Signature: _____ **Date:** _____