



Job Description – Kitchen Manager Rev 09/11/2026

Reports to: Food Program Director
Job Status: Full-Time, Salaried
Hours per Week: 40 hours per week

Position Summary

The Kitchen Manager is responsible for overseeing all aspects of food service operations at Westminster Rescue Mission, ensuring the preparation and service of nutritious, high-quality meals in a safe, efficient, and recovery-focused environment. This position provides leadership for kitchen operations, inventory management, food safety compliance, volunteer coordination, and staff supervision.

In addition to managing daily food service activities, the Kitchen Manager plays an important role in supporting patient recovery and wellness by providing education related to nutrition, healthy food choices, meal preparation, food safety, and life skills development. This position requires strong organizational and leadership skills, creativity in utilizing donated food resources, and a commitment to stewardship and compassionate service. This role combines responsibilities from the existing Kitchen Assistant position and the newly proposed Kitchen Manager role described in the email discussion.

Essential Duties and Responsibilities

Kitchen Operations

- Plan, prepare, and oversee the preparation of nutritious, well-balanced meals that meet the dietary needs of patients.
- Develop menus that maximize the use of donated and purchased food while maintaining nutritional quality and variety.
- Ensure meals are prepared and served on schedule and in accordance with established quality standards.
- Participate in food preparation, cooking, and meal service as needed to support daily operations.
- Create a positive dining experience that promotes dignity, wellness, and recovery.

Leadership and Supervision

- Provide day-to-day leadership and oversight of kitchen operations.
- Recruit, train, schedule, and supervise kitchen staff, volunteers, and assigned patient workers.
- Foster a collaborative and respectful work environment that supports the Mission's values.
- Establish clear expectations and accountability for kitchen performance, cleanliness, and safety.
- Assist in identifying staffing needs and recommendations for future kitchen personnel.

Food Safety and Compliance

- Maintain compliance with all local, state, and federal food safety regulations.
- Ensure proper food handling, storage, preparation, sanitation, and cleaning practices.
- Conduct routine inspections of kitchen facilities and equipment to ensure safe operations.
- Maintain all required documentation related to food service and regulatory compliance.

Inventory and Food Resource Management

- Maintain appropriate inventory levels of food, supplies, and kitchen equipment.
- Coordinate food ordering, receiving, storage, and inventory control.
- Work closely with the Mission Food Program and community partners to secure and utilize donated food resources.
- Minimize waste through effective planning, inventory management, and resource stewardship.
- Monitor food service expenditures and operate within established budget guidelines.

Nutrition Education and Patient Development

- Coordinate and conduct educational opportunities for patients related to nutrition, healthy eating habits, meal planning, food preparation, food safety, and kitchen life skills.
- Develop and facilitate hands-on learning experiences that promote personal wellness and independent living skills.
- Educate patients on the relationship between nutrition, physical health, and recovery.
- Collaborate with program staff to identify educational needs and support patient development goals.
- Encourage patient participation in kitchen activities as opportunities for skill-building, responsibility, and personal growth.
- Evaluate the effectiveness of nutrition and food service education efforts and recommend improvements as needed.

Mission Integration

- Support the Mission's recovery-focused environment through positive interactions with patients, staff, volunteers, and community partners.
- Demonstrate compassion, professionalism, and respect in all interactions.
- Uphold and promote the Mission's values, policies, and standards.
- Maintain appropriate professional boundaries while fostering trust and encouragement.

Qualifications

Required

- Minimum of three years of experience in food service, commercial kitchen operations, or food service management.
- Knowledge of food safety regulations, sanitation requirements, and inventory management practices.
- Strong leadership, organizational, and communication skills.
- Ability to supervise staff and volunteers effectively.
- Ability to work independently and manage multiple priorities.

- Commitment to serving individuals in a recovery-focused environment.

Preferred

- ServSafe Certification or equivalent food safety certification.
- Experience in nonprofit, residential, recovery, healthcare, or institutional food service settings.
- Experience providing educational programming, training, or wellness initiatives.
- Education or training in Culinary Arts, Nutrition, Food Service Management, or a related field.

Physical Requirements

- Ability to stand and walk for extended periods.
- Ability to lift and carry food products, supplies, and equipment.
- Ability to safely operate commercial kitchen equipment.
- Ability to independently lift up to 40 pounds.
- Ability to work in a fast-paced kitchen

EQUAL EMPLOYMENT OPPORTUNITY: Westminster Rescue Mission (WRM) will not discriminate against any employee or applicant for employment because of age, disability, race, color, religion, sex or national origin. WRM will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin.