



Job Title: Production Kitchen Manager

Location: Mobile Meals of Toledo

Reports To: Kitchen Director

Mobile Meals of Toledo (MMoT) is a nonprofit established in 1967 to support seniors and the medically fragile in the greater Toledo area with access to nutritious meals and social connection, enabling our neighbors to age in place and enjoy a healthy, safe, and independent life.

Job Summary: The Production Kitchen Manager is responsible for helping coordinate the daily operations of the Mobile Meals of Toledo kitchen. This role ensures efficient preparation, packaging, and delivery of nutritious meals to clients. This role will manage kitchen staff, production schedules, inventory, maintain food safety standards, and collaborate with the Dietary Manager and Kitchen Director to meet organizational goals.

Key Responsibilities:

1. Operational Management:

- Help oversee daily kitchen operations, including meal preparation, cooking, and packaging.
- Develop and implement kitchen workflows and processes to enhance efficiency and productivity.
- Ensure adherence to meal schedules and deadlines.

2. Staff Supervision:

- Manage, train, and evaluate kitchen staff, including cooks, kitchen assistants, and volunteers.
- Foster a positive work environment and address any staff issues or concerns.

3. Quality Control:

- Maintain high standards of food quality and presentation.
- Monitor and ensure compliance with food safety regulations, including proper handling, storage, and sanitation practices.
- Conduct regular inspections and audits of kitchen equipment and facilities.

4. Inventory Management:

- Oversee inventory of food supplies and kitchen equipment.
- Collaborate with the Kitchen Director to order and manage stock levels, reducing waste.
- Implement cost-effective purchasing strategies and budget controls.

5. Menu Planning and Nutrition:

- Work with the Dietary Manager to ensure all menus and recipes comply with nutrition guidelines.

6. Compliance and Reporting:

- Ensure kitchen operations comply with local health and safety regulations.
- Maintain accurate records of food production, inventory, and staff activities.
- Prepare and present operational reports to management.

7. Collaboration and Communication:

- Coordinate with other departments, including logistics and client services, to ensure smooth meal delivery, including route planning for volunteers.
- Communicate effectively with volunteers and community partners.

8. Continuous Improvement:

- Identify areas for improvement in kitchen operations and implement changes.
- Stay updated on industry best practices and trends.
- Promote a culture of innovation and continuous improvement within the team.

Qualifications:

- Bachelor's degree in culinary arts, Food Service Management, or related field preferred.
- Proven experience in a managerial role within a food production or service environment.
- Strong knowledge of food safety regulations and best practices.
- Excellent organizational, leadership, and communication skills.
- Ability to manage multiple tasks and work in a fast-paced environment.
- Proficiency in Microsoft Office and kitchen management software.
- Experience with large-scale cooking.

Physical Requirements:

- Ability to lift and carry heavy objects, such as food supplies and equipment.
- The capability to stand for extended periods and perform physical tasks related to kitchen operations.
- The role frequently interacts with others.

Work Environment:

- This role involves working in a commercial kitchen environment with exposure to varying temperatures, noise levels, and potential hazards associated with food preparation.
- The regular work schedule is Monday – Friday, 6:00 am – 2:30 pm. The schedule may include very limited evenings and weekends.
- The position does require limited support for the agency's special event fundraisers.

Job Type: Full-time, Salaried.

Pay Rate: \$40,000 - \$45,000

Benefits: Medical, Dental, and Vision coverage. Short-term and Long-term disability. 403(b) with 3% match after 6 months. Two weeks paid vacation, two weeks personal time off, and 10 paid holidays.

Additional Information: The above list of duties describes the general nature and level of work performed by individuals assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the individuals, nor is it intended to limit or modify in any way the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

You don't have to satisfy every requirement or meet every qualification listed. We encourage you to apply if your skills are transferable and you are in the ballpark with competencies and attributes. Applying allows you to be considered. We are a welcoming, kind, and inclusive team of people working collaboratively to support our clients and one another. Our effectiveness depends on our staff's uniqueness and lived experiences. Because of this, we strongly encourage people of all backgrounds and communities to apply.

Mobile Meals of Toledo is an equal-opportunity employer and complies with all applicable federal and state laws regarding nondiscrimination.

To Apply: Please send your resume and a cover letter for consideration to info@mobilemeals.org with the subject line: *Production Kitchen Manager*.