



Kitchen Manager Job Announcement

Open Date: April 9, 2018

Closing Date: When Filled

Salary: \$14.00-\$15.00 per hour / 40 hours per week / 41 weeks per year

FLSA Classification: Non-Exempt - Benefits Eligible

Summary of Position: Reporting to the Social Services Manager and coordinating with the Nutrition Specialist, the Kitchen Manager is responsible for the day to day operation of quantity food preparation and food safety for the Head Start Program. Ordering food and supplies, kitchen safety and sanitation, preparation and storage of food, and supervision of the kitchen staff are among the major responsibilities of this position. The Kitchen Manager is also responsible for ensuring all meals meet USDA requirements.

All CAPC employees are responsible for child safety and active supervision of children.

Education and/or Experience: High school diploma or GED is required. Associate's degree or certification in Food Service Management is preferred. ServSafe certification is required.

A minimum of three years of experience in quantity food preparation and supervisory experience is required. Applicants must be able to lift a minimum of 50 lbs. One-year experience in office work with computer related responsibilities is required.

Required Licenses, Certifications and/or Registrations: Applicants must have a current Florida Driver's license, reliable transportation, satisfactory criminal records check for abuse and neglect, negative TB skin test, drug testing as required and state required minimum vehicle insurance and uninsured motorist insurance.

Applicants must meet all Department of Children and Families requirements for employment.

The Community Action Program Committee, Inc. (CAPC) is an EOE and participates in E-Verify.