



Community Kitchen Manager

December 2021

IFC is seeking an energetic, skilled leader to coordinate and support a team in preparing and serving meals for diners at Community Kitchen. The ideal candidate can juggle multiple responsibilities, work collaboratively with staff and volunteers, and function well in a fast-paced environment. IFC values and expects dignified, equitable, healing-centered interactions with all members and diners, volunteers, and staff of the organization.

Who we are:

Mission, Vision, Values. IFC confronts the causes and responds to the effects of poverty in our community. We believe in a community that meets everyone's basic needs, including dignified and affordable housing, an abundance of healthy food, and meaningful social connection. We are guided by our core values: mutual respect, social justice, community power, self-determination, and integrity.

History and Programs. In 1963, seven women united their efforts to address the conditions of poverty in Chapel Hill and Carrboro. Almost six decades later, IFC continues to make this community more accessible and affordable for low-income workers and residents, who make Orange County a diverse and desirable place to live. Our programs include:

- Community Market and Community Kitchen - food security programs offering groceries and daily hot meals to people who live or work in Chapel Hill-Carrboro to help households stretch their budgets.
- Emergency Financial Assistance – rent, utility and other emergency assistance to increase housing stability for people who live or work in Chapel Hill-Carrboro.
- Community House and HomeStart shelters for adults and families – the only emergency shelters in Orange County for people experiencing homelessness.
- Housing Support programs - subsidies and support services for residents living across the county, as part of a best practice housing first model.
- R.E.A.L. Transformation and Activate! IFC – programs that confront the causes of poverty through racial equity work, advocacy, civic engagement, and leadership development.

About this position:

This position reports to IFC's Community Services Director and has the following responsibilities:

- Cook (or coordinate preparation of) and serve meals to up to 125 people per meal
- Creatively plan balanced meals for lunch daily and dinner on weekdays by using food donations
- Provide support to diners that is low barrier, trauma-informed, and rooted in a social justice framework
- De-escalate conflicts and promote healthy communication among members, staff, and volunteers
- Coordinate with grocery stores, restaurants, dining halls, and other sources to ensure ample food donations
- Coordinate food pick-up and distribute surplus to other programs and partners to avoid waste
- Order, receive, organize, and stock food donations, paper goods, and kitchen supplies
- Ensure that kitchen staff and volunteers comply with all food safety regulations, including maintaining cleanliness of kitchen and storage areas
- Maintain kitchen equipment and arrange for its cleaning, repair, and replacement in accordance with budgets

- Use internal computer database for meal count tracking, inter-agency communication, and volunteer communication and management
- Supervise, support, and guide Community Kitchen staff, including providing 1:1 meetings with each staff weekly and convening regular staff team meetings
- Work with Community Engagement Manager to recruit, train and supervise community volunteers
- Engage visitors and guests upon entry into the space, answer questions, give tours, and educate community members about poverty, homelessness, food insecurity, racial injustice, and IFC's programs to address these issues
- Serve as a member of the Leadership Team and All-Staff Team, including actively participating in meetings and trainings and working collaboratively across programs
- Assist with other special projects, as assigned

What we're looking for:

- Experience cooking for large groups of people in a commercial kitchen setting
- Knowledge of food and kitchen safety procedures, including special Covid protocols
- Understanding of the causes of poverty and homelessness and the relationship of these societal problems to unjust and inequitable systems
- Commitment to actively working toward anti-racism personally and at an organizational level
- Dedication to IFC's our program model: low barrier, harm reduction services and trauma-informed care/healing-centered engagement
- Experience building, supervising, and supporting healthy teams of diverse people
- Excellent organizational and interpersonal skills, including computer skills
- High level of emotional intelligence and cultural humility and a demonstrated ability to use a variety of conflict resolution techniques
- Demonstrated excellence in leadership, teamwork and collaboration
- Ability to approach challenges with curiosity, openness and innovation
- Flexibility in work style, dependability, and sense of humor
- Valid NC driver's license
- Ability to lift boxes, bags, and pans of food (up to 50 pounds)

Work environment:

- Expected to lift and carry items up to 50 pounds, clean equipment and spaces, organize inventory
- Must be able to sit and stand for extended periods of time
- Must be able to respond immediately to crisis situations that arise
- Is considered Essential Staff during emergencies; during inclement weather, must make arrangements to ensure presence or coverage for program
- Must be able to work in hectic, high-demand environment

What we offer:

The compensation package for this full-time, exempt, management-level position will be competitive and commensurate with the skills and experience of the successful candidate with a starting salary range of \$40,000 – \$52,000 annually. IFC offers an excellent benefits package, including health, dental and vision insurance; premiums are fully paid for employees, and there is a shared plan for dependent coverage. We offer an option to participate in a 401(k) retirement plan with an employer match of up to 3% of salary. Annual paid time off includes 13 sick days, 3 weeks of vacation (4 weeks after 3 years of employment), and paid holidays.

How to apply:

Please email cover letter, resume, and three professional references to HR@ifcmailbox.org. Position is open until filled. **Deadline for the first round of applicants (including internal applicants) is January 2, 2022.**

IFC is an equal opportunity employer and strongly encourages applications from people with lived experience of poverty or homelessness; Black, Indigenous and People of Color (BIPOC); LGBTQIA applicants, and people with disabilities.