



The Jewish Community Center has a full time opening for an **Assistant Supervisor and Catering Manager** to join our Kitchen J team. This position primarily works at our Creve Coeur location. Full-time employees are the J are eligible for our benefits package including medical and dental insurances, paid vacation, sick and holiday time, pension and 403b, company paid life, long term disability and ad&d insurances, along with membership and program discounts at the J.

Summary:

This role supervises, coordinates and implements all food production in Kitchen J including Early Childhood, Adult Day, Home Delivered Meals and Catering. The person in this position is responsible for all cooking and food production, developing catering menu options, as well as customer relations, kitchen/equipment maintenance, inventory management, team training, maintenance of safety, cleanliness and sanitation standards, maintenance of kashrut guidelines and financial accountability.

Responsibilities

- Organize daily tasks and assign responsibilities in the Kitchen making sure all production deadlines are met and staff members are performing assigned tasks. Provide coaching when necessary and present ideas for improved efficiency. Solicit and listen to staff input. Ensure work is done in a safe manner and in compliance with standards.
- Prepare meals and supervise service for the J's Home Delivered Meal program, Adult Day at the J and the Early Childhood programs at Staenberg Family Complex and Fox.
- Prepare all catering food orders with assistance of kitchen staff.
- Prepare all food items following standardized recipes with assistance of other kitchen staff.
- Assist in the development of catering menus and recipes.
- Hire, train, schedule, and supervise all kitchen staff including additional PRN cooking staff as dictated by catering workload. Approve semi-monthly payroll and time off requests.
- Maintain required food production and temperature reports
- Assist and consult with supervisor in the procurement of ingredients, food items and supplies
- Receive, inventory and properly store all items necessary for food production and service.
- Maintain monthly inventories of food and supplies.
- Monitor product usage and waste.
- Supervise and assist in maintaining the cleanliness of preparation, all equipment, and storage areas.
- Maintain sanitation standards in kitchen, storage, and serving areas.
- Report all equipment problems to Kitchen J Supervisor in a timely manner.
- Train both kitchen staff and temporary workers in the duties of their position as well as in the safe operation of all equipment and utensils.
- Ensure Occupational Safety and Health Act, local health and safety codes, and agency safety and security policies are met.
- Supervise the adherence to Kashruth Jewish Dietary laws in kitchen, storage and serving areas.
- Other tasks as assigned by supervisor.

Qualifications:

- High School Diploma/GED is required.
- Must possess a current ServSafe Sanitation Certificate.
- Must have a minimum of 10 years of experience in varied kitchen positions including food preparation and catering.
- 5 years of kitchen management and supervisory experience is preferred.

- Must have experience with high-volume catering and fine dining food preparation.
- Creativity, flair and experience with high end food presentation preferred.
- Excellent organizational and decision- making skills.
- Must be able to communicate clearly and effectively both verbally and in writing.
- Experience and ability to ensure high quality food production and presentation is required.
- Experience and ability to provide strong kitchen management, training and guidance to a diverse staff is required.
- Experience and ability to control inventory through the efficient usage of food and supplies is required.
- Knowledge of weights and measures used in proper food preparation and accurate portion control is required.
- Ability to develop and use standardized recipes for food service (large volume) preparation is required.
- Must have knowledge of the general use and care of kitchen equipment.
- Must have demonstrated competency using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access) and ability to learn new software programs as necessary for position (CSI, Paycom, etc.)
- Good physical condition, including the ability to stand for prolonged periods, reach, stoop, push, pull, bend, stretch, frequently lift up to 35 pounds, and walk to other areas on campus, is necessary.
- Clean personal appearance.
- Visual and auditory acuity necessary to perform the job.

Applicant is required to become registered with the MO Family Care Registry. Active registration must be maintained for employment at Kitchen J. Current Hepatitis A vaccination is required per state regulations (provided if necessary).

For additional information about the J, please see our website: www.jccstl.org .

To apply for this position, please submit your cover letter and resume to careers@jccstl.org . Please be sure to include the title of the position you are applying for, "Assistant Supervisor and Catering Manager", in the subject line of your email. The J's application is available for printing from the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.