

## DSA Kitchen Manager Job Description



### Position Description

Position Title:	Kitchen General Manager	Start Date:	September 6, 2022
Reports To:	Executive Director	FLSA Status:	Nonexempt
Department:	Social Enterprise	Position Status (FT/PT):	FT
Pay:	\$15/hour	Location:	DSA Café 1240 Capitol Trail Newark, DE 19711

### Job Summary

The Café Kitchen Manager will report directly to the Executive Director. The position would begin September 6, 2022 with 2-3 flexible training days in July at a rate of \$15 an hour. The café is closed for the month of August. Consulting and training is available from the Executive Chef during the transition.

The facility maintains a café with made-to-order and pre-ordered foods, as well as a gift shop with various items made by adults with Down syndrome. The DSA Cafe has paid interns who are adults with Down syndrome who are developing their workplace experience in order to be placed in competitive integrated jobs.

### Current Café Hours:

Monday, not open to public, flexible hours for prep (hours vary and at your discretion)

Tuesday 9:00am-6:30pm (expectation of hours to report, 8am-6:30pm)

Wednesday 9:00am-5:00pm (expectation of hours to report, 8am-5:00pm)

Thursday 9:00am-5:00pm (expectation of hours to report, 8am-5:00pm)

Friday 9:00am-5:00pm (expectation of hours to report, 8am-5:00pm)

## **Essential Functions and Responsibilities**

- Works in conjunction with Café General Manager (who manages café front end) to ensure proper delivery of orders and quality of food.
- Orders materials, supplies, and ingredients based on demand.
- Monitors inventory levels and performs weekly inventory assessments.
- Works with the Café General Manager to price and change menu items.
- Stores all food products in compliance with health and safety regulations.
- Ensures the kitchen is clean and organized.
- Preps catering orders as needed.
- Practices culinary skills with interns (adults with Down syndrome)

## **Qualifications**

- Completion of vocational school or a two-year associate degree (preferably in Culinary Arts)
- ServSafe Certified or ability to be certified within 3 months
- At least one year of cooking experience

## **Knowledge, Skills and Abilities:**

- Excellent organizational skills and attention to detail
- The ability to handle multiple tasks
- Exceptional time management skills
- Friendly and customer service oriented
- Awareness of safety hazards and/or concerns
- Experience working with individuals with Down syndrome or other disabilities preferred, but not required
- Basic knowledge of Microsoft office (Excel, Word)

## **Work Environment:**

- Kitchen café and retail environment

## **Physical Demands:**

- Ability to lift boxes of up to 50lbs
- Ability to stand on feet for long periods of time

This position description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. Down Syndrome Association of DE has the right to revise this position description at any time. Down Syndrome Association of Delaware is an “at will” employer and as such, neither this position description nor your signature constitutes any form of contractual agreement between you and Down Syndrome Association of Delaware.

By signing below, I acknowledge receipt of a copy of the job description and understand the scope of my responsibilities.

Employee's Signature	Date:
Supervisor's Signature	Date: