



Position: Kitchen Manager  
Reports to: Senior Manager - EMS  
Hours: Full-time, 40 hours/week  
Classification: Regular, Nonexempt  
Salary Range: \$28 - \$32  
Role: Onsite

### **ABOUT PORCHLIGHT**

PorchLight is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for men experiencing homelessness in East King County. Today, thanks to partnerships and support from King County's Eastside community, PorchLight serves more than 1,500 men each year through street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services. PorchLight is a healthy, fiscally stable organization with a dedicated Board and staff committed to advancing its mission.

Our core values are relationship, community, empowerment, dignity, and respect. These values embody the PorchLight mission: to partner with men & the community to create a path from homelessness to stable living.

### **Position Overview:**

The Kitchen Manager will oversee all aspects of kitchen operations for a men's shelter, ensuring the provision of nutritious and varied meals for up to 150 guests three times daily, while adhering to strict food safety and sanitation standards. This role involves menu planning utilizing donated food items, managing food inventory and ordering supplies, and maintaining a clean and organized kitchen environment. The Kitchen Manager will also lead and mentor kitchen staff and volunteers, providing training in food preparation, portioning, and food safety practices. The ideal candidate will have a strong culinary background, excellent organizational and communication skills, and a passion for serving a vulnerable population.

### **Key Responsibilities:**

- Plan and prepare nutritionally balanced meals for breakfast, lunch, and dinner service for up to 150 shelter and day center guests.
- Design a menu utilizing donated food items while accommodating diverse dietary needs and maximizing meal variety.
- Oversee proper storage and rotation of food inventory to minimize waste and maximize freshness.
- Maintain a clean and organized kitchen environment, adhering to strict sanitation standards.
- Manage all aspects of kitchen operations, including meal planning, food preparation, and service.

### **Inventory Management**

- Monitor and maintain inventory levels of food and kitchen supplies.
- Order necessary ingredients and supplies within budget guidelines.
- Implement First-In, First-Out (FIFO) inventory management systems across all food categories (frozen, refrigerated, and dry goods) to minimize waste and ensure product freshness.



### **Food and Safety Compliance**

- Ensure strict adherence to all local and state food safety regulations, including King County Public Health Guidelines.
- Maintain accurate temperature logs, allergen protocols, and food recall processes.
- Stay informed about updates on food safety regulations and best practices.
- Maintain and follow all applicable County, State, and USDA cleaning standards and protocols for all kitchen equipment.

### **Financial Management**

- Assist with basic accounting and financial tasks related to kitchen operations
- Track and manage kitchen expenses within the allocated budget.
- Develop and execute initiatives to minimize food waste and maximize cost efficiency by analyzing purchasing trends, optimizing production processes, and implementing portion control measures.
- Ensure accurate timekeeping in accordance with PorchLight's policies and procedures.

### **Staff & Volunteer Management**

- Lead and mentor kitchen staff and volunteers, providing comprehensive training in food preparation, portioning, and food safety practices.
- Assist in carrying out the shelter's mission of providing support services to all clients, volunteers, employees, and visitors.
- Participate in all training and development activities provided by PorchLight and stay up-to-date on culinary trends, best practices, and updated safety protocols.

### **Operations**

- Follow company policies and procedures
- Work with PorchLight leadership and Compliance Specialists to ensure effective and efficient operations.
- Adhere to PorchLight's vision, mission and values.
- Other related duties as assigned.

### **QUALIFICATIONS/SKILLS:**

- High school diploma or equivalent
- Minimum 2 years of experience in a professional kitchen environment.
- Strong communication and interpersonal skills.
- Demonstrated ability to prepare a variety of dishes, including vegetarian and culturally diverse options.
- Experience in menu planning and portion control.
- Ability to work independently and as part of a team and a variety of shifts, including weekends.
- Strong understanding of food safety and sanitation practices.
- Excellent organizational skills and the ability to manage multiple tasks simultaneously.
- Ability to work effectively in a fast-paced environment.



- Compassion for those experiencing homelessness and a desire to make a difference.
- Excellent communication and interpersonal skills.

#### **CERTIFICATES, LICENSES & REGISTRATIONS:**

- Washington driver's license and insurable driving record required.
- ServSafe® Certification or equivalent preferred.
- Washington's Food Worker Card

#### **ADA SPECIFICATIONS:**

(Physical demands that must be met in order to successfully complete the essential functions of the job)

- Requires the ability to communicate and listen actively.
- Requires the ability to use computers, telephones and other office equipment.
- Requires prolonged periods of standing and walking
- May require to be physically able to climb ladders, bend, and crawl into awkward spaces.
- May require to occasional lift up to 45 pounds at a time.

#### **SUBMISSION**

To apply, please submit resume to [careers@porchlightcares.org](mailto:careers@porchlightcares.org)

#### **TIMELINE**

Applications will be considered on an ongoing basis; position open until filled.

#### **EQUAL OPPORTUNITY STATEMENT:**

Decisions and criteria governing the employment relationship with all employees at PorchLight are made in a non-discriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

*PorchLight does not discriminate on the basis of race, religion, color, age, genetic information, sensory, mental or physical handicap, national origin, gender, sexual orientation, gender identity, gender expression, marital status, familial status, parental status, citizenship status, pregnancy, veteran status, political ideology or any other basis protected by applicable law.*

PorchLight serves people from diverse cultures, races, gender identity, sexual orientation, and ages. We value diversity and intentionally work to recruit, hire and retain staff who reflect the diverse client population we are serving. PORCHLIGHT is an equal opportunity / affirmative action employer.

