



Kitchen Manager — Volunteer Tutoring Program

Position Summary:

The Kitchen Manager plays a vital role in creating a welcoming and nourishing environment for participants in the tutoring program. This position is responsible for planning, preparing, and serving healthy snacks or light meals, while maintaining a clean, organized, and safe kitchen area.

Key Responsibilities:

- Plan and prepare nutritious snacks and/or simple meals for tutoring program participants.
 - Ensure proper food handling, storage, and sanitation in accordance with health and safety guidelines.
 - Manage inventory of food, beverages, and kitchen supplies; communicate needs to program leadership.
 - Set up and clean up the kitchen and serving area before and after each tutoring session.
 - Supervise and guide any kitchen volunteers, ensuring teamwork and efficiency.
 - Assist in creating a welcoming atmosphere where students feel cared for and valued.
 - Work closely with program staff to accommodate any special dietary needs or restrictions.
 - Adhere to the organization's policies regarding food safety, allergies, and hygiene.
-

Qualifications:

- Experience in food preparation and kitchen management (professional or volunteer experience acceptable).

- **Current Food Handler's Card required.**
 - Knowledge of food safety and sanitation practices.
 - Strong organizational and time management skills.
 - Ability to work collaboratively with volunteers, staff, and diverse participants.
 - Friendly, reliable, and compassionate attitude.
-

Time Commitment:

Varies based on program needs—typically 2-4 hours per session, 1–2 days per week.

Impact:

By providing nutritious food and a warm kitchen environment, the Kitchen Manager helps fuel the bodies and minds of learners, contributing to their academic success and overall well-being.
