

Kitchen SAC Facility Managers' Job Descriptions

1. Lead Facility Manager - ordering of supplies, equipment management

General Description:

The Lead Facility Manager is the main manager of the Cafe kitchen. Their main role is to ensure the other facility managers are completing their job duties as described in their respective descriptions, oversee that food safety standards are met and allocate the budget by ordering supplies and equipment where and when necessary. The weekly commitment is about 30 minutes but may vary depending on the needs of the space and its primary users.

Requirements:

- Commercial foodservice experience required, management positions preferred
- Valid Safe Food Handlers Certificate
- Knowledge of HACCP and inventory management
- Great time management skills to maintain the weekly commitment
- Exemplary communication skills to work with SAC, CA team and other facility managers

Duties:

- Working closely with SAC and CAs who store ingredients and food in the Kitchen.
- Communicating closely with other facility managers to ensure inventory is managed, space is cleaned regularly, and any issues that may arise are quickly dealt with.
- Prepare budget proposals for new equipment and supplies for the kitchen, including cleaning supplies, laundry supplies, kitchen utensils and capital equipment.
- Clean kitchen once per semester with assistance from members

Requirements:

- Foodservice experience in a commercial kitchen preferred
- Valid Safe Food Handler's Certificate,
- Knowledge of HACCP and inventory management
- Great time management skills to maintain the weekly commitment
- Exemplary communication skills to work with SAC, CA team and other facility managers

2. Inventory Management Facility Manager - Dry storage, freezers, fridge

General Description:

The Inventory Management Facility Manager is an assistant manager for the Cafe kitchen. Their main role is to ensure that food is being stored safely and that sufficient amounts of staple ingredients are stocked in the kitchen. The weekly commitment is about 30 minutes but may vary depending on the needs of the space and its primary users.

Duties:

- Working closely with SAC and CAs who store ingredients and food in the Kitchen.
- Checking weekly for 'staple' supplies amounts. This includes dry storage, refrigerator and freezer storage.
- Reporting low inventory to Lead Facility Manager
- Properly dispose of any spoiled foods and ensure all stored food is properly labelled and stored according to HACCP rules.
- Clean the kitchen once per month with assistance from members.

Requirements:

- Foodservice experience in a commercial kitchen preferred
- Valid Safe Food Handler's Certificate
- Knowledge of HACCP and inventory management
- Great time management skills to maintain the weekly commitment
- Exemplary communication skills to work with SAC, CA team and other facility managers

3. Orientations Manager

Overview

The Orientations Manager position is in charge of running monthly orientations for members to educate them on the expectations for how to safely use the space and ensure they are using it to the outlined standards. The orientations will follow the orientation handbook, which will be prepared by the operations manager, the lead facility manager and other supporting individuals. The position encourages strong organizational skills, understanding of the facility and supporting Neill Wycik cooperative values

Job Responsibilities

- Provide at least one orientation a month of kitchen rules, policies and procedures and oversee training of new kitchen users
- Collaborate on the preparation of the orientations handbook for the Cafe Kitchen
- Oversee the training of kitchen users on the safe operation of all kitchen equipment and utensils
- Report any malfunctioning or broken equipment to lead facility manager
- Clean the kitchen once per month with assistance from members.

Requirements

- Foodservice experience in a commercial kitchen preferred
- Valid Safe Food Handler's Certificate
- Knowledge of HACCP and inventory management
- Demonstrate an understanding of the purpose and goal of kitchen orientation
- Excellent communication skills, both verbal and written

4. Usage Compliance Managers (2)

General Description

This role is an assistant manager position to ensure that the kitchen is used by all members properly, regardless of their roles. The primary duties are to ensure that the facility is clean after use. This will primarily be done using photos from members who have used the space to verify that they have appropriately cleaned. The Compliance Managers assess if a member has met the requirements for use of the space and report any issues to the team for disciplinary action if required by the policies of use.

Job Responsibilities

- Regularly check facility use on designated days through the (online system).
- Check for photo submissions after the space has been booked. Follow up with members within grace period to submit photos.
- Evaluate before and after photos sent by members who have booked the space.
- Report issues to the Kitchen Management team.
- Verify compliance of members to facility use agreement in person if required.
- Clean the kitchen once per month with assistance from members.

Requirements

- Foodservice experience in a commercial kitchen preferred
- Valid Safe Food Handler's Certificate preferred
- Knowledge of HACCP and inventory management preferred
- Great time management skills to maintain the weekly commitment
- Exemplary communication skills to work with SAC, CA team and other facility managers, especially with the other Usage Compliance Manager.
- Commitment to ensuring Kitchen is properly used and preserved.