ABOUT MIRIAM’S KITCHEN

Miriam’s Kitchen works to end chronic homelessness in Washington, DC. We advocate for permanent supportive housing as a long-term solution, while meeting short-term needs by providing healthy scratch meals made with fresh and whole ingredients and high-quality social services to individuals who are chronically homeless.

ABOUT THE POSITION

The Sous Chef is responsible for being an active team member in the planning, preparing for and executing 5 kitchen shifts per week; engaging with vendors, suppliers and donors to provide and maintain relationships through excellent customer service while collecting and sorting food donations; ensuring cleanliness and organization of the kitchen work spaces; and engaging with volunteers to ensure volunteer satisfaction and effectiveness.

DUTIES AND RESPONSIBILITIES

- Assist chefs to plan, prepare for and execute at least 4-5 shifts each week.
- Collect and sort all in-kind food donations (weigh, label & date) and food purchases & supplies
- Ensure cleanliness and organization of all food storage areas (shelving & refrigeration/freezers)
- Maintain FIFO standards for all food storage areas
- Engage with vendors, suppliers & food purveyors to ensure timely and pleasant service
- Log all donations for auditing (in Excel or vendor systems/apps)
- Tracking and entering all donations from vendors & preparing & monthly CAFB reports
- Must be able to work 1st & 3rd Sunday of each month (pickup donations)
- Other duties as assigned

QUALIFICATIONS

Knowledge, Skills and Abilities

- Must be able to lift 40-50lb regularly
- Strong communication skills, particularly in translating kitchen roles and tasks to untrained volunteers
● Engage with volunteers to ensure volunteer satisfaction and effectiveness
● Ability to work independently while also collaborating and communicating well with team members
● Strong time management skills
● Strong attention to detail
● Spatial planning (maximizing limited storage)
● Flexibility to effectively schedule/manage multiple and changing schedules for pick ups
● Good organizational skills
● Ability to effectively juggle multiple projects
● Problem solving skills
● A valid driver’s license and 3-year clean driving record – Minimum age 25
● Computer skills; knowledge of Microsoft office, mobile phone apps
● People oriented with a heart to serve
● Willingness to do what needs to be done

Experience

● At least one year of food industry exposure/experience
● Food Safe Certification required
● Microsoft Office knowledge (Word, Excel, Outlook)
● Baking desired; but not required

Benefits & Compensation Package
Miriam’s Kitchen offers great benefit package including medical, dental, vision, paid time off, 403B retirement contribution and professional development funds