

Kitchen Manager Position

St. Vincent's is seeking a full-time (40 hours a week) Kitchen Manager/Cook for its Early Childhood Education Center. Since 1858, St. Vincent's has been providing affordable, quality childcare in a safe, loving, and nurturing environment. The Center is open year round and licensed for infant, toddler, and preschool age children. This position will be responsible for managing all aspects of food preparation and kitchen maintenance in accordance with proper health standards. This person must have a warm and friendly personality, be able to relate well to children, and be willing to fulfill responsibilities in accordance with our philosophy, goals, mission statement, and job description. He/She must also be prepared to meet all professional licensing requirements.

JOB RESPONSIBILITIES:

- Responsible for planning in a timely manner; breakfast, snack, and lunch menus, in accordance with the nutritional guidelines of the center.
- Prepare and distribute food, as needed.
- Responsible for preparing a shopping list and securing the necessary food and/or equipment items.
- Establishing a routine for daily, weekly, and monthly cleaning of the kitchen.
- Keeping of accurate records for accounting and reimbursement purposes.

POSITION REQUIREMENTS:

- Possession of a current California "Food Handler" certification (ANSI accredited).
- 1 year of managing a kitchen and menu preparation.
- Ability to lift 35 lbs., manual dexterity and mobility, ability to reach, stoop, bend, kneel, crouch and stand or sit for prolonged periods.
- Ability to hear normal sounds involved in the childcare setting.
- Ability to work independently with a strong level of organizational skills.
- Must possess excellent interpersonal communication skills.
- Must be able to read and write in English.
- Is conscientious in follow-through on job requirements and has the ability to multitask and be a self-starter.

Must pass criminal background fingerprint check and pre-employment negative TB test. Vaccinations must also be up-to-date and certifications provided.

Compensation depends on experience. Benefits eligible position after 90 days including health, dental, and vision insurance, life insurance, retirement plan, and PTO. To apply, please submit your resume via this posting, or fax your information to [show contact info](#) Attn: HR. EOE

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <http://stvincents-sb.org/>.