



FR. VIRGIL CORDANO CENTER

Kitchen Manager Fr. Virgil Cordano Center

THE ORGANIZATION:

Fr. Virgil Cordano Center is a collaborative ministry of the Franciscan Friars at Old Mission Santa Barbara and the Daughters of Charity at St. Vincent's that is rooted in the Gospel and the Social Teachings of the Catholic Church. Faithful to the traditions of St. Francis of Assisi and St. Vincent de Paul, we provide a place of welcome and support for the human and spiritual well-being of our sisters and brothers in need.

PURPOSE:

The Kitchen Manager is responsible for managing all aspects of the Fr. Virgil Cordano Center (FVCC) kitchen, including the procurement of food and supplies, working with volunteers, serving breakfast and lunch, and maintaining a clean and sanitized workspace. In accordance with the goals, objectives, and the Mission of the Daughters of Charity of St. Vincent de Paul, this individual must demonstrate a kind and friendly disposition, work well with and lead volunteers, and be dedicated and relate to the men and women who the FVCC serves. This individual must also be prepared to meet all Licensing requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Demonstrate a passion and commitment for the Mission and Vincentian Core Values of St. Vincent's and the Daughters of Charity.
- Create and maintain a kitchen atmosphere of enthusiasm and commitment.
- Promote and support the attitudes, behaviors, knowledge and skills necessary for volunteers to work respectfully and effectively with each other.
- Receive, weigh and organize the daily delivery of food donated to the FVCC; Pick up food donations as needed.
- Submit daily donation reports to the County agency.
- Refrigerate and date all food donations.
- Provide unused food to residents of Villa Caridad.
- Create and post the daily breakfast and lunch service menus.
- Direct volunteers in the preparation of breakfast and lunch meals.
- Ensure that the kitchen is clean and sanitized at the end of the breakfast and lunch shifts.
- Work with the Director to ensure adequate supplies are secured.
- Attend required meetings.
- Other duties as assigned.

QUALIFICATIONS:

- Must possess a Food Handler's Certificate.
- Dedication to the physical and spiritual needs of all those served at the FVCC.
- Experience working with volunteers.
- Ability to lead diverse teams of volunteers on a daily basis.
- Experience with kitchen management and food preparation for large groups.
- Must possess a current California Driver License with a clean driving record.
- Ability to read, write and communicate effectively in English.
- Must possess basic computer skills.
- Must possess strong time management, organizational, and detail-orientation skills.
- Ability to work independently and as part of a team.
- Demonstrated ability to remain flexible.
- Is conscientious in follow-through on job requirements.

Must pass criminal background fingerprint check and pre-employment with a negative TB test. The COVID-19 vaccination is a requirement for this position.

The position is full-time, hourly and is scheduled to work Monday – Friday.

Compensation: \$22 - \$28 an hour

EXCELLENT BENEFITS: To become eligible for benefits, candidates must work, and be scheduled for at least 20 hours per work week.

- Health Insurance - Dental Insurance - Vision Insurance
- Life Insurance - \$50,000
- Retirement Plan - 403(b) and 401(a)
- Gym Membership • Paid Holidays - 13 Holidays per Year
- Paid Time Off (PTO)
- Paid Bereavement Leave
- Paid Jury Duty Leave
- 100% Generous Preschool Enrollment Discount at our Center
- Education Reimbursement up to \$1,000 per quarter/semester
- Job Signing Bonus - 5% of Annual Salary
- Referral Bonus - \$500 per Successful Job Referral
- Transportation Benefit - Paid Mileage to and from work from home
- Wellness Days - Four (4) paid wellness days to all benefits eligible Associates per calendar year.

TO APPLY: Please submit a cover letter and resume to: hr@sv-sb.org.

No Phone calls or walk-ins please.

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 <https://www.stvincentssb.org/get-involved/careers/>.