

Karmê Chöling Job Description

Position Title	Kitchen Coordinator
Department	Kitchen
Reports to	Director Of Operations
General Summary of Function	Coordinate all aspects of Karme Choling Kitchen, including but not limited to, kitchen employee schedule, food ordering, menu planning, communicating with various other departments to ensure we are providing appropriate food to our staff and guests.
Key Tasks and Responsibilities	<ol style="list-style-type: none">1. Purchase all kitchen items for Karme Choling in discussion with the Director of Operations.2. Liaison Karme Choling staff and guest dietary requirements.3. Coordinate kitchen schedule with the Head of Personnel .4. Efficiently prepare a variety of meats, seafood, poultry, vegetables, baked goods, and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.5. Assume 100% responsibility for quality of products served.6. Assist Director of Operations in developing weekly/Monthly menus based on dietary needs of staff and program participants.7. Adhere to pre-planned menu and special dietary needs with appropriate substitutions when necessary.

	<ol style="list-style-type: none"> 8. Follow proper prep, plate presentation and garnish set up for all dishes. This may include any of the following: Service Area Buffet, Festive Dinners, Feasts, Banquets, Receptions, Special Celebrations, and other events. 9. Follow proper dietary requirements for retreats. 10. Know and comply consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures. 11. Stock and maintain sufficient levels of food products at line stations to assure a smooth service period. 12. Portion food products prior to cooking according to standard portion sizes and recipe specifications. 13. Maintain a clean and sanitary work station including tables, shelves, grills, broilers, fryers, tilt skillet, convection oven, range and refrigeration equipment. 14. Assist Director of Operations in tracking inventory and developing food orders. 15. Handle, store and rotate all products properly. 16. Work cooperatively and assist with the coordination of food delivery with Program Kitchen Liaisons. 17. Under the direction of the Director of Operations, train, supervise, and mentor volunteers, kitchen prep staff, meal cooks and participants in completion of kitchen-related tasks 18. Assist in food prep assignments during shifts as needed. 19. Attend scheduled employee meetings and bring suggestions for improvement. 20. Perform other related duties as assigned by the Director of Operations.
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Experience/ Education/ Certification Requirement	<ol style="list-style-type: none"> 1. A minimum of 2 years experience in food preparation and cooking. 2. A minimum of 6 months in a similar capacity.
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