

Assistant Culinary Manager

Reports to: Kathryn LaCombe – Culinary Director

Primary Location: 120 Marvin Ave, Brewster, NY 10509

Position Type: Part-time (Approximately 17-19 hours per week)

Compensation: \$25 per hour (non-exempt)

About Second Chance Foods

Second Chance Foods is dedicated to reducing food waste and fighting hunger by preparing and donating over 100,000 nutritious meals annually. We create our meals using surplus food recovered from local grocers, restaurant suppliers, home delivery services, and farms. Flexibility and creativity are essential because we never know what ingredients we'll receive!

Our kitchen is a vibrant, collaborative space where volunteers of all skill levels cook together. We also provide meaningful culinary experiences for interns with intellectual and developmental disabilities.

Position Overview

The Assistant Culinary Manager plays a vital role in overseeing food preparation, managing volunteers, and ensuring smooth kitchen operations. You will work closely with the Culinary Director, Operations Coordinator, and Volunteer Coordinator to ensure our kitchen is efficient, well-stocked, and welcoming.

This role requires culinary expertise, leadership skills, and adaptability. You'll lead volunteer cooking sessions, develop recipes based on available ingredients, and help maintain an organized, food-safe kitchen environment.

Key Responsibilities

Kitchen & Volunteer Management

- Lead volunteer groups on **Thursday cooking days** (8 AM – 2 PM).
- Maintain an open, friendly, and inclusive kitchen culture.
- Arrive **before volunteers** to set up and prepare for cooking sessions.
- Stay until the kitchen is **clean, organized, and ready for the next use**.
- Manage **weekly Sunday cook days**, leading volunteers in prepping & processing ingredients.

- Train and support volunteers and interns with varying skill levels.

Food Preparation & Recipe Development

- Develop and adapt recipes based on available ingredients and meal needs.
- Maintain an updated **recipe database** in Google Workspace.
- Sort through food donations and create a **cooking plan for upcoming sessions**.
- Ensure meals are correctly labeled and packaged for distribution.

Inventory & Food Safety

- Monitor inventory of **containers and supplemental ingredients**, notifying the Culinary Director when supplies need replenishment.
- Ensure food safety standards are met, maintaining a clean and organized kitchen.

Typical Weekly Schedule

Initial training will include additional hours with the Culinary Director on Mondays, Tuesdays, Thursdays, and/or Fridays.

- **Sunday Prep & Process Day** → 5 total hours (3 hours with volunteers)
- **Tuesday** → 4 hours (sort food donations, plan meals, create/convert recipes, print labels)
- **Thursday Cook Day** → 8 total hours (5 hours with volunteers), 1 hour pulling/prepping items for Sunday, 1 hour Operations Team Meeting

Average Weekly Hours: 17-19 (additional hours may be required based on needs)

Qualifications

- **ServSafe Food Safety Manager Certification** (or willingness to obtain, with training provided).
- Prior **commercial kitchen experience** (as a volunteer or employee).
- Basic proficiency in **Google Workspace** (Docs, Sheets, Drive) is a plus.
- Ability to **lift and carry up to 50 lbs**.
- Must have reliable access to a computer.

Key Competencies

- **Warm & Friendly** – Engages and supports diverse volunteers.

- **Reliable & Punctual** – Shows up on time and completes all kitchen tasks.
- **Highly Motivated & Independent** – Works autonomously and takes initiative.
- **Organized & Detail-Oriented** – Manages schedules, inventory, and kitchen cleanliness.
- **Flexible & Creative** – Adapts recipes and food prep based on available ingredients.
- **Strong Communicator** – Effectively collaborates with the Culinary Director and volunteers.