



# Second Chance Foods

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## Assistant Culinary Manager

Reports to: Kathryn LaCombe – Culinary Director

Location: 120 Marvin Ave, Brewster, NY 10509

Position Type: Part-time (Approximately 20–25 hours per week)

Compensation: \$27.50 per hour (non-exempt)

### About Second Chance Foods

Second Chance Foods reduces food waste and fights hunger by preparing and donating over 100,000 nutritious meals annually. Our meals are created from surplus food recovered from local grocers, restaurant suppliers, home-delivery services, and farms—so flexibility and creativity are essential.

Our kitchen is a collaborative, hands-on environment 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 is responsible for leading kitchen operations during assigned cook days and supporting the planning and preparation that makes those days successful.

This role leads two cook days per week, working closely with volunteers, interns, and staff to transform available ingredients into nutritious, well-prepared meals. In addition to onsite leadership, the role includes independent planning and prep work—both in the kitchen and remotely—to ensure each cook day runs efficiently.

You will work closely with the Culinary Director, Food Rescue Manager, and Volunteer Coordinator to align on ingredients, menus, and staffing.

This role requires strong culinary instincts, sound judgment, and the ability to work both independently and collaboratively in a dynamic environment.

### Key Responsibilities

#### Kitchen Leadership & Volunteer Management

- Lead two weekly cook days, guiding volunteers through all stages of meal production
- Create a welcoming, inclusive, and productive kitchen environment
- Arrive early to set up and stay through full kitchen reset and cleanup



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- Train and support volunteers and interns of varying skill levels
- Lead private group events and additional prep days as needed

## Menu Planning & Food Preparation

- Review available donations in coordination with the Food Rescue Manager and develop a clear plan for each cook day
- Adapt recipes based on available ingredients and volume needs
- Execute efficient, organized meal production with volunteer teams
- Ensure all meals are properly portioned, labeled, and packaged
- Maintain and contribute to a shared recipe database

## Prep, Planning & Coordination

- Complete additional weekly hours dedicated to:
  - Menu planning and ingredient assessment
  - Prep work (onsite as needed)
  - Coordination with team members
- Communicate regularly with:
  - Food Rescue Manager regarding incoming and available food
  - Volunteer Coordinator regarding staffing needs

## Inventory & Food Safety

- Monitor and maintain inventory of containers and supplemental ingredients for assigned cook days
- Uphold all food safety and sanitation standards
- Maintain a clean, organized, and efficient kitchen environment

## **Qualifications**

- ServSafe Food Safety Manager Certification (or willingness to obtain; training provided)
- Experience in a commercial kitchen (paid or volunteer)
- Ability to lift and carry up to 50 lbs
- Reliable access to a computer
- Basic proficiency in Google Workspace (Docs, Sheets, Drive) preferred

## **Key Competencies**

- Warm & Inclusive – Creates a positive environment for volunteers and interns
- Reliable & Accountable – Follows through on both onsite and independent work
- Independent & Proactive – Able to plan, prep, and problem-solve without constant oversight



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- Organized & Detail-Oriented – Manages moving pieces across multiple cook days
- Flexible & Creative – Adapts quickly based on available ingredients
- Strong Communicator – Keeps team members informed and aligned
- Physically Capable – Able to stand for extended periods and work in varying kitchen conditions