



UNITED WE EAT

Soft Landing Missoula

(a fiscally sponsored project of Social and Environmental Entrepreneurs)

UNITED WE EAT KITCHEN MANAGER

Job Description:

We are currently looking for an experienced, creative, and compassionate “people person” to oversee all aspects of United We Eat (UWE) kitchen. The UWE Kitchen Manager will work directly with refugee and immigrant chefs, volunteers, and other Soft Landing Missoula staff to operate United We Eat’s varied programs. The UWE Kitchen Manager, with the support of the UWE Kitchen Assistant and Program Manager, is responsible for balancing the needs and interests of our clients and volunteers with the needs of a food service program - delivering delicious, authentic, and safe food products guided by our refugee and immigrant chefs.

This is an exciting role perfect for candidates who are mission-driven and have experience as a chef and managing a commercial kitchen. Our ideal Kitchen Manager will actively foster a positive and compassionate kitchen environment, and can work with people from diverse communities. We hope to find someone energetic, humble, and with a good sense of humor because this work can be both fast-paced and relationship-based.

This job will have variable daytime, evening, and possible weekend hours, though many non-negotiable hours occur on Mondays, Tuesdays, and Wednesdays. Most of this work will be in a commercial kitchen, and some will take place at Soft Landing Missoula’s offices or remotely.

This is a full time, 35-40/hrs per week at \$21/hour, for someone interested in food-based social enterprise, refugee and immigrant issues, and management of a dynamic and fun kitchen environment.

Benefits include:

- Medical, Dental, Vision
- 4 weeks paid vacation

- 2 weeks paid sick leave
- 6 weeks paid parental leave
- Flexible scheduling
- An awesome team of co-workers in a casual but hard working office
- A free meal (most weeks) from the United We Eat kitchen

This position reports to the Program Manager of United We Eat.

Duties & Responsibilities:

Kitchen Operations Management:

- Be an integral part and leader in creating a positive and encouraging environment in the kitchen for clients, co-workers, and volunteers.
- Prepare and scale up menus in coordination with refugee and immigrant home chefs to create a culturally authentic product that can be commercially created in large quantities, utilizing available tools as needed, such as video examples, translators, and online imagery.
- Lead UWE chefs and volunteers in the creation and execution of prep plans and guidelines for service, and be ready to support their needs in the kitchen by overseeing production and helping when needed.
- Ensure that all food and products are consistently prepared and served safely in accordance with all relevant food safety agency requirements, and engage with the Health Department as needed.
- Coordinate and purchase all ingredients and equipment, including unusual and specific needs for all UWE programming. This involves both traditional food service sources such as restaurant purveyors, as well as special online ordering and local in-person shopping.
- Control ingredient and packaging costs and food waste, and aim for environmental friendliness whenever possible.
- Ensure that all equipment is kept clean and in working condition through personal inspection, coordinated deep-cleaning, and following the facility's preventative maintenance programs.
- Train and monitor kitchen personnel in cleanliness and sanitation practices.
- Direct manager of Kitchen Assistant and UWE Dishwasher

Logistics, Planning, and Administrative Work

- Complete and maintain ServSafe Food Manager Certification.
- In coordination with the Program Manager, submit and track all required paperwork with the Health Department and other applicable agencies.

- Participate in keeping tidy electronic records for all chef bios, recipes, and procedures, including portion sizes, any ingredients with special ordering requirements, and serving directions.
- Collaborate with the United We Eat Program Manager and Kitchen Assistant as well as Soft Landing Missoula's Executive Director on program development and direction.
- Prepare required paperwork, including receipts, reports, and schedules in an organized and timely manner.
- Utilize technology (Google Drive, Docs, Sheets, Gmail, WhatsApp, etc.) for record-keeping and communications.
- Oversee orientation of program rules, policies and procedures and supervise the training of chefs, kitchen volunteers, and employees in safe operation of all kitchen equipment.
- Participate in marketing efforts with the PM and other Soft Landing Missoula staff members for both regular ongoing media needs, as well as special events.
- Engage with other Soft Landing Missoula departments and staff members in regular meetings and as needed to communicate program goals and work toward organization-wide efforts.

Preferred Qualifications:

- At least 1-2 years of kitchen management experience
- Experience working with diverse communities.
- Ability to lead diverse groups of people to accomplish a goal under pressure while maintaining a calm and positive demeanor.
- Ability to work independently and think towards creative solutions.
- Terrific communication abilities in a variety of contexts.
- Ability to acquire and maintain personal certifications necessary for the job with an interest for additional personal skills development.

About Soft Landing Missoula: Since 2016, Soft Landing Missoula has partnered with our community to provide supportive services and welcome for refugees and immigrants in Missoula, working together to create a home where new neighbors can integrate and thrive. We believe in a world where refugees and immigrants have opportunity, dignity, and the freedom to build the life they wish to live as members of a welcoming community. Our values of community, equity, creativity, kindness, trust, and joy guide in this work of welcome.

United We Eat is SLM's food-based programming. Our goal is to use food to provide a cultural bridge to our greater community, and offer social and economic opportunity to Missoula's refugees and immigrants. UWE programs include pop-up Supper Club dinners, holiday cookie sales, virtual and in-person cooking classes, and finally, our UWE@home program that cooks 150 pick-up meals a week with a rotating roster of chefs. In 2023, United We Eat chefs cooked more than 5,000 meals and earned more than \$40,000 in direct supplemental income from their participation in the program. In 2024 we moved into the Burns St Community Center, where we operate UWE@home and supper clubs.

Soft Landing Missoula operates as a project of Social and Environmental Entrepreneurs, a 501(c)3 nonprofit organization providing fiscal sponsorship.

To apply: Email resume, one-page cover letter, and list of 3 references to beth@softlandingmissoula.org

Not sure you meet 100% of the qualifications? We recognize that potential candidates with identities that have been historically excluded may be less likely to apply for jobs unless they meet every one of the qualifications as described in the job description. If you believe that you could excel in this position, we encourage you to apply.

Application review will begin immediately and applications will be accepted on a rolling basis until the position is removed from the Soft Landing Missoula website job openings page. We are hoping for a start date in October 2024.