



---

## Culinary Manager

### The Organization

Atlanta Ronald McDonald House Charities (ARMHC) nurtures the health and well-being of children and families through its two Ronald McDonald Houses, the Ronald McDonald Family Room, and the Ronald McDonald Care Mobile. ARMHC has grown significantly in recent years, and now provides 81 family-friendly guest rooms in two comfortable, supportive Houses near Children's Healthcare of Atlanta.

ARMHC has a nurturing and supportive culture, which shows in our caring relationships with the families we serve, and among staff and volunteers. The culture of service, collaboration, and compassion is part of ARMHC's success.

ARMHC is part of a global network of Ronald McDonald Houses Charities. Each Chapter is owned and operated locally, and is well-regarded within the global network.

### The Opportunity

Our new Culinary Manager position works directly with volunteers to provide well-balanced meals for families staying at ARMHC. Utilizing their culinary and leadership skills, the Culinary Manager is responsible for the overall success of our new Chef lead meal program, including the implementation of the program while creating nutritional meals for guest families, and worthwhile and rewarding experiences for meal volunteers.

Primary work hours are 11:30am – 7:30pm; *this is an exempt position*. This position must be flexible and able to work weekend hours, when necessary.

### Position Requirements

- Associate degree or equivalent experience in culinary arts program management, food science, nutrition, or related area. Must have a broad range of professional experience.
- Believe in the core values of Atlanta Ronald McDonald House Charities (ARMHC), and be driven by the mission.
- Ability to plan and prepare balanced meals. Understanding of nutrition, dietary restrictions, food costs, sourcing, meal production, and planning.
- Ability to lead and instruct volunteers through a meal service; food safety and food preparation.
- Excellent communication, time management, problem-solving skills, and sound judgment.
- Must tactfully conduct oneself while working with families and volunteers to be successful in this position.

- Extensive knowledge of health and safety rules and regulations of commercial food establishments including sanitation and maintenance regulations. Current SERVSAFE certification preferred.
- Develop procedures used to order, receive, store, and inventory food and supplies.
- Maintain accurate schedules and records.
- Must be dependable, and able to work with minimal supervision.

### **Job Summary**

The Culinary Manager is responsible for the day-to-day operation of the kitchens and meal programs for the families served by Atlanta Ronald McDonald House Charities. The Culinary Manager creates balanced menus and establishes nutritional and operational food standards, while executing an enjoyable and educational experience for meal volunteers.

This position plays a key role in cultivating relationships with meal volunteers, local resources, and restaurants to enhance our culinary program contributions to the Houses while maintaining consistent operations and adhering to nutrition goals, actual and expected guest counts, and all food safety and handling protocols. The Culinary Manager ensures compliance with local, state and federal laws, regulations, safety, and sanitation procedures.

In the absence of a meal group, the Culinary Manager is responsible for developing and maintaining a no-waste policy; establishing and implementing 'grab-n-go' meals for departing families, or for a future needed meal.

Working with the Director of Family and Volunteer Services, this position will plan and execute all aspects of the Chef led meal program; including creating healthy and inclusive meals based on current guest family needs, providing cooking classes to educate and engage guest families, and leading additional cooking demonstration's with meal donors during select times of the year.

### **Benefits**

- 10 paid Holidays annually
  - 8 personal days annually
  - Employee's health insurance premium is currently paid 100% by the Charity.
  - 403(b) plan available. The Charity matches 50% of the employee's contribution (up to a 10% employee contribution maximum)
  - Competitive paid vacation plan
-