



Assistant 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.

Atlanta RMHC 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 Atlanta RMHC's success. Atlanta RMHC 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

The Assistant Culinary Manager works with the Culinary Manager to support the growth and success of the Meals That Heal Program. The Assistant Culinary Manager will assist the Culinary Manager in all aspects of food preparation, kitchen management and preparing meals for families in the absence of community meal donors. This position will be responsible for leading Chef-Led meal services, as directed by the Culinary Manager.

It is essential for the Assistant Culinary Manager to be organized and well prepared before the arrival of a Chef-Led meal service. This includes planning and printing recipes, preparing ingredients, and organizing meal prep stations. This position must have excellent communication skills to instruct meal volunteers through a meal service. The Culinary Manager and Assistant Culinary Manager work together to provide an enjoyable and impactful experience for meal volunteers.

Primary work hours are 11:30am – 7:30pm; *this is an exempt position with a 30-minute lunch break.* This position must be flexible and able to work weekends, when necessary and as directed by the Culinary Manager.

Primary location: Peachtree Dunwoody House

Qualifications and Job Requirements:

These requirements represent minimum levels to perform the job on a satisfactory basis. Employees must have the ability to satisfactorily perform the essential functions of the job.

- 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.
- Minimum of two years' experience working in a restaurant, health coaching, nutrition, food service, human services, health services, administration, or related field.
- Extensive knowledge of health and safety rules and regulations of commercial food establishments including sanitation and maintenance regulations. Current SERVSAFE certification preferred.
- Ability to plan and prepare balanced meals. Understanding of nutrition, dietary restrictions, food costs, food sourcing, meal production, and planning.
- Ability to understand and manage budget.
- Ability to lead and instruct volunteers through a meal service; food safety and food preparation.

- Demonstrate a positive attitude toward guests, donors, volunteers, and others who come in contact with the House.
- Excellent communication, time management, problem-solving skills, attention to detail, and sound judgment.
- Must tactfully conduct oneself while working with families and volunteers to be successful in this position.
- 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.
- Flexibility in scheduling as evenings and/or weekends will be necessary.
- Enthusiasm for nutrition and wellness education, customer service, and human services.
- Demonstrated ability to work effectively with people from a variety of backgrounds, especially families in crisis.
- Demonstrate respect for the privacy and confidentiality of all guests.
- Experience in crisis management, ability to remain calm under pressure.
- Demonstrated initiative, decision-making, assertiveness skills, and resourcefulness.
- Responsible, dependable, flexible, organized, trustworthy, and able to function with minimal direct supervision.
- Team-oriented personality.
- Experience in training & collaborating with donors and volunteers preferred.
- Strong interpersonal skills and empathy are required.
- Demonstrated ability to function effectively as a work team member.
- Demonstrated commitment to valuing the differences in others, fostering a welcoming and inclusive environment for all.
- Experience with online scheduling, calendars, and social media related to meal programs.
- Ability to express ideas clearly, concisely, and logically; orally and in writing.
- Able to design, implement and assess a varied, structured program of group and individual activities.
- Working knowledge of computers with competency in Microsoft Office and database software (Word, Excel, etc.).
- Able to write reports, business correspondence, and procedure manuals.

Benefits

- 10 paid Holidays annually
- 8 personal days annually
- Employee's health benefits (medical, dental, vision, long-term disability) 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

To apply

To apply, send a cover letter, resume, and three culinary references with contact information (*including at least two of your managers or supervisors*) to Chef Jeff Freehof, Culinary Manager at jeff.freehof@armhc.org