



Kitchen Operations Manager and
Culinary Coach
Job Description

Job Classification: Exempt, Full Time

Work Schedule: as negotiated in employment letter

Reporting Relationship: CAO

Primary Accountabilities:

The primary function of the Kitchen Operations Manager and Culinary Coach position is to oversee daily kitchen activities, ensuring a high standard of food quality and efficiency. This role actively participates in meal preparation, baking, catering, and order management. This position works closely with individuals with intellectual and developmental disabilities (IDD), creating meaningful work experiences and fostering a supportive kitchen environment. Additionally, this position will lead efforts to expand the menu across multiple Dialogue locations.

Major Duties:

- Oversee daily kitchen operations, including meal prep, baking, catering orders, and inventory management.
- Collaborate with team members to ensure a positive, inclusive work environment.
- Work directly with individuals with IDD, providing training and support to enhance their skills and confidence.
- Develop and expand menu offerings at various Dialogue locations.
- Ensure all food safety and sanitation guidelines are strictly followed.
- Monitor kitchen costs and control food waste to maintain profitability.
- Manage ordering and supplier relationships to ensure consistent product availability.
- Assist with the planning and execution of special events and catering orders.
- Foster a culture of teamwork, growth, and creativity within the kitchen.
- Design and oversee training programs tailored to individuals with IDD, focusing on skill development, safety, nutrition, and confidence.

Qualifications:

- High school diploma or GED equivalent
- Minimum of 2 years of experience in food service, cooking, and kitchen duties.
- Strong understanding of food preparation, baking, and catering.
- Passion for working with individuals with IDD and creating meaningful work experiences.
- Excellent organizational and communication skills.
- Ability to thrive in fast paced, dynamic environment.
- Food safety certification is preferred.
- Valid Kansas driver's license and proof of insurance
- Must be able to pass background checks per agency procedures.
- Read, write and speak fluent English



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Training Requirements:

- Must complete orientation training and maintain training certification based on agency procedures.
- Supported employment web-based training.
- ServSafe Certification

Physical Demands:

- Lift 50 pounds
- Bend, stoop, kneel, crawl, and walk frequently
- Regularly required to speak and hear
- Regularly required to sit, stand, walk, reach and use hands
- Ability to read computer screens for an extended period of time

Work Environment:

- Direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required. May work with individuals with Hepatitis B and/or other blood borne pathogens.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date