



**Title:** Kitchen/Hospitality Manager  
**Department:** Kitchen/Housekeeping  
**Reports to:** Executive Director

**Hours:** 24-32 hours/week

**General Description:**

Responsible for providing and maintaining the highest quality of food, cleanliness, safety, compliance, and overall facility upkeep within hospitality services. Supervises staff within kitchen and housekeeping departments.

**Qualifications:**

- Has a high school diploma or its equivalent
- Has experience cooking for 3-8 people or more
- Has held a managerial or supervisory position for 2+ years
- Holds a high standard of cleanliness, order, and quality assurance
- Can read, write, and speak proficiently in English
- Has ability to work with a diverse group of people
- Excellent time management, organizational, and interpersonal skills
- Proficient communicator showing decisiveness and problem-solving skills
- Self-motivated and driven to stay on top of timelines and required deadlines
- Ability to pass a background check to work in a Washington State nursing home
- Must obtain a state required "Safe Serve" certification within the first year of employment
- Has ability to prepare and cook food that meets a high standard for taste, color variety, texture, and temperature
- Can create systems of operation that translate for non-native English speakers

**Expectations:**

- Understands the mission and vision of Sunrise Haven and supports the policies and practices of the Christian Science Nursing Department
- Language should be clean at all times and supportive of those around you
- Work must meet a high standard and also be light-hearted and fun
- Physical ability to lift up to 25lbs
- Able to work a flexible schedule
- Able to work with supervisors and coworkers to meet department needs
- Able to work unsupervised and manage time efficiently
- Able to accommodate special needs and changing situations of the facility cheerfully and effectively
- Understands and abides by HIPPA and OSHA regulations
- Approachable and calm in moments of adversity
- Is efficient, detail-driven, punctual, and organized

**Duties and Responsibilities:**

- Provides training for kitchen employees on food-handling standards, procedures, safety topics and ensures employees meet current regulations. Mentors and develops skills with Sunrise Haven cooks and ensures quality control of daily meals and services

- Plans menus for 3 meals a day/7 days a week/365 days a year and ensures they are appetizing and contain variety. Adjusts menus and recipes, if needed, to accommodate patient needs and feedback
- Creates and maintains a work schedule for the kitchen and housekeeping staff, ensuring proper coverage that meets the standards of a nursing home
- Maintains Washington State requirements and best practices for kitchen and facility health and safety
- Ensures food is served and stored at safe temperature according to the “Serve Safe” certification requirements
- Maintains appropriate compliance paperwork & oversees Food Worker cards for all SRH staff
- Contributes to semi-annual and annual reviews for kitchen and housekeeping staff. Looks for and implements opportunities for their professional development
- Provides in-service tutorials for Christian Science nursing staff, as needed, for modifying meals to patient needs
- Annually inventories kitchen food and supplies
- Conducts weekly grocery shopping in accordance with the current week’s menu
- Monitors expiration dates in main kitchen refrigerators/freezer and staff kitchen
- Maintains temperature log sheet of main kitchen refrigerator, freezer, and dishwasher
- Ensures cooking tools are in good safe condition
- Schedules deep cleaning protocols for the kitchen and facility
- Coordinates hospitality services with Christian Science Nursing staff, Business Manager, and Executive Director with special events on and off property
- Provides food for essential employees on federal holidays per Executive Director approval and in-person Board meetings
- Participates in recruitment and hiring of cooks, as needed
- Gives constructive feedback to cooks and housekeepers when necessary improvements are needed
- Serves on the Sunrise Haven Safety Committee
- Stays up-to-date on OSHA regulations and trains staff when necessary
- Collaborates with current Project Manager on matters related to kitchen equipment, building maintenance, and best practices within facility operations

I have read the above job description and understand that Sunrise Haven reserves the right to alter, delete or change my job description and/or policies at its discretion.

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Employee Signature

Date