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## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Kitchen Manager**

Leadership Level: Leader

Status: PT

Reports to: Early Learning Center Assistant Director

Pay Range: \$18-20/hr

FLSA Status: Non-Exempt

Department: Child Care

Revision Date: 2/25/26

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The Piedmont Family YMCA Early Learning Center offers quality year-round, full-day licensed care for infants through preschoolers. During this time we are helping enable parents and family members to go to work knowing their children are in a safe and stimulating environment.

### POSITION SUMMARY:

Manages the Center's kitchen and CACFP (Child and Adult Care Food Program) including purchasing, inventory, menu planning, food preparation, and cleaning. Prepares and distributes creative and healthy meals for breakfast, lunch, and snack daily to each classroom. The Kitchen Manager will also fill in classrooms as needed and provide lunch breaks as dictated by the schedule of staff.

This position will be part-time with a schedule of 20 hours/week. The anticipated hours for this position are Monday through Friday from 8a-12p.

### ESSENTIAL FUNCTIONS:

- Comply with state licensing regulations in order to safely prepare menus and recipes according to CACFP guidelines.
- Complete all CACFP required training and paperwork.
- Responsible for completing and following scheduled monthly menus and submitting food orders to US Foods on a weekly basis.
- Ensure portions served meet all regulations and that meals are served at designated times.
- Maintain the necessary records, including refrigeration logs, time cards, inventory sheets, invoices, etc.
- Maintain YMCA health and safety policies and state licensing procedures to include maintenance and cleaning of the kitchen. Must maintain an orderly, clean and safe kitchen area at all times and store food appropriately.
- Work in a safe and friendly manner with all staff, following all established policies and procedures.
- Treat children with dignity and respect. Recognize their individuality and diversity.
- Works cooperatively with and assists teachers and management.
- Ensure the care of all children by following all licensing guidelines set forth by the Commonwealth of Virginia and maintain compliance at all times.
- Attend staff meetings, in-house training, and other center functions as requested by the Director.
- Other duties as assigned.

### LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

### QUALIFICATIONS:

- High School (GED) preferred. Formal training or two or more years' experience working in a food service setting preferred. Organizational and supervision skills or experience preferred.
- ServSafe certified or willingness to obtain certification within 60 days.
- At least 18 years of age.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- Pre-employment drug testing.
- Previous childcare experience beneficial, but not required.
- Must have current CPR & First Aid and submit TB test within 30 days of start date.
- Must have CACFP trainings within 30 days of start date.

### WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to withstand extreme heat.
- The noise level in the work environment may be loud.
- The employee must be able to occasionally lift up to 10+ pounds.
- While performing the duties of this job the employee is regularly required to stand, walk, talk or hear, and taste or smell.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### SIGNATURE:

I have reviewed and understand this job description.

Employee's name \_\_\_\_\_

Employee's signature \_\_\_\_\_

Today's date: \_\_\_\_\_