Title: Student Management Self-Op Kitchen Manager

Department: Residential Education

The Kitchen Manager is a seasonal position lasting the entirety of one academic year. Candidates must be a currently registered undergraduate students, must have a guaranteed year of campus housing remaining and must live in the house where they serve as the KM in order to qualify for the position.

The Self-Op Kitchen Manager (“KM”) is responsible for promoting learning in his/her residence through the lens of communal dining; assessing the needs of his/her community, analyzing and synthesizing that information and sharing it with stakeholders; and partnering with the professional kitchen staff in order to order food, plan menus and set the food budget. In addition, they are to ensure that the kitchen is clean and residents of the house understand and consistently follow all kitchen health and safety regulations. All KMs are also expected to work together with their fellow staff members as helpful, responsive, reliable team players. KMs report to the Program Associate responsible for Kitchen Managers.

All Staff Responsibilities:

1. In conjunction with all staff, create a house environment in which all views, can be voiced, heard respectfully, and fully explored. This includes helping to establish community norms and standards, while fostering an environment of collective responsibility and community pride.
2. Assess community needs and desires in order to organize events, programs, and activities
3. Encourage educational and perspective broadening discussions around diversity, identity, intellectual interests, news, etc.
4. Provide residents with the necessary resources and guidance to develop and implement their own self directed community and intellectual development activities and initiatives
5. Role model mature, responsible, and respectful behavior(s), including, but not limited to:
   a. personal care
   b. ethics
   c. approachability and inclusivity
   d. professionalism
   e. academic focus
   f. substance use
   g. teamwork
6. Maintain an awareness of your status as a House Staff member in-house, on-campus, and within the greater Stanford and Bay Area community
7. Take the initiative to learn about your fellow staff members, and consistently act in a way that promotes team growth, collaboration, collective problem solving, and individual/team support
8. Proactively seek a communicative working relationship with your position
9. Express differences of opinion and approach, with House and professional staff alike, tactfully and with a solution based focus – promote constructive feedback and support
10. Coordinate and attend weekly House Staff meetings
11. Discuss with the appropriate House Staff and ResEd professional staff, any prior, current, or potential relationships you may have/had that could affect your functioning within the position and/or House Staff dynamics
12. Promptly communicate resident, community, and staff concerns with the appropriate Residential Education staff member(s) and campus resource(s)
13. Follow through with all position expectations, as outlined by Peer Advisors and ResEd professional staff
14. Attend ALL scheduled trainings, retreats, and in-services

**Job Responsibilities:**

30% Promote a Healthy and Inclusive Kitchen Community

- Create a kitchen environment in which residents feel at home: their needs are being met and desires are being considered.
- Solicit regular feedback from residents on quality and quantity of prepared food and open kitchen options. Establish clear and comfortable communication methods in order to gather feedback and share changes.
- Expose residents to food systems concepts, including but not limited to nutrition, food, health, community economic development and agriculture, and encourage residents to be intentional about food choices.
- Ensure menus are crafted taking into consideration input and suggestions from residents.
- Assess specific requests to meet dietary needs. Be aware of the options residents may pursue if their dietary needs are not being met.

20% Professional Kitchen Staff Partnership

- Establish a relationship with the chef and chef’s assistant(s), and establish expectations for resident relationship with chef and chef’s assistant.
- Ensure the planning of nutritional menus weekly by checking in with professional staff and working in partnership with the Community Manager to ensure nutritionally balanced options.
- Ensure that a menu is available to view each week for residents.
- Work with Program Associate to regularly assess the quality and quantity of food provided by the professional kitchen staff via formal and informal resident feedback.
- Regularly interpret and then share resident feedback with chef and chef’s assistant(s).
20% Maintain Kitchen Operations

- In partnership with professional kitchen staff, ensure that residents have access to ten prepared meals a week.
- Ensure open kitchen is adequately stocked with healthy, diverse options that reasonably accommodate all residents.
- Communicate regularly with the Program Associate and Housing Building Manager in matters concerning the kitchen, including but not limited to the maintenance and use of all equipment, and health and food safety concerns.
- Ensure that the kitchen and dining room use procedures not only comply with the standards of the County Health Inspector and County Fire Marshal, but also provide a consistently clean and healthy environment for the preparation and consumption of meals. Share with Program Associate, and Housing Building Manager all County inspection reports and work with necessary University administrators toward resolving any code violations or operations problems.
- Supervise kitchen opening in September and January and closing for winter and summer academic breaks. Be available through the final days of autumn and spring quarter for kitchen closing.
- Take responsibility for setting and meeting the food budget in conjunction with the Financial Manager (FM). Meet with professional kitchen staff and the FM on a weekly basis to review concerns and budgets.

15% Training & Transition

- Plan at least one educational program relevant to position and role.
- Establish kitchen jobs and train/supervise student hashers in partnership with the Community Manager. Coordinate with the professional staff to schedule kitchen assistant and cleaning crews. Develop an enforcement plan if hashers do not show up for their shifts.
- Host a kitchen “new student orientation” for any new residents within the first two weeks of the quarter to introduce residents to the kitchen equipment and storage, proper procedures, and kitchen fire prevention methods.
- Regularly check in with residents to ensure they have a working understanding of kitchen health and safety especially the proper use and maintenance of kitchen equipment. The list of equipment should include but is not limited to:
  - Stovetop, griddle and ovens
  - Professional mixer and slicer
  - Knives and other kitchen utensils
- Oversee and train residents in composting and recycling procedures.
- Along with the current FM, meet with incoming KM and FM in the Spring quarter to pass along crucial information about the position, including but not limited to key logistics and other useful practical information.
Qualifications/Requirements:
As members of Student Management House Staff, KMs are expected to:

• Encourage residents to be thoughtful and responsible stewards of their residential communities.
• Share intellectual and academic interests with residents and encourage residents to discuss their academic interests, experiences, goals, and future plans.
• Maintain regular communication (via whatever method is arranged by a supervisor) with their supervisor and Peer Advisors.
• Assist the Res Ed Staff with developing the following year’s Co-Op KM training curriculum.
• Actively contribute to House Staff discussions and initiatives.
• Attend all staff trainings and retreats (including but not limited to fall retreat and training, winter retreat, Closing meetings)

Additionally, the KMs are expected to:
• Know and abide by University policies including but not limited to the Fundamental Standard, the Honor Code, the Controlled Substances and Alcohol Policy, the Smoking Policy, the Policy on Sexual Harassment and Consensual Sexual or Romantic Relationships, as well as the Residence Agreement.
• Attend County Health and Safety Certification Course and pass certification exam.
• Have exceptional communication, interpersonal skills, and proven ability to interact effectively with students, faculty, alumni, and all constituents of the University, including high-level University officials.
• Demonstrate ability as highly creative, highly motivated, high energy self-starter, who also possesses excellent tact and judgment for handling confidential and/or sensitive issues.
• Demonstrate outstanding organizational planning and budgeting skills.