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**Position Details**

**Job Title:** Commercial Kitchen Operations & Hospitality Manager

**Reports to**: Food Service Director

**Status**: Full Time, non-exempt

**Pay Rate**: $17.50

The Fresno Mission works to Rescue, Restore and Empower those dealing with life insecurities through Christ-Centered communities. We are currently seeking an enthusiastic, reliable full-time food service member to oversee our global food service needs that provide meals for all people utilizing our services.

**Job Description**:

In addition to the practical knowledge required for the position, the successful candidate

will play a key leadership role in overseeing food service operations across multiple campuses and outreach shelters for a faith-based nonprofit. This position ensures safe, efficient, and high-quality food production while fostering a welcoming, mission-driven environment. The ideal candidate is empathetic, highly organized, immensely flexible, and proactive—able to anticipate needs, solve problems, and support the Food Service Director and Executive Chef in strategic planning and execution.

**Core Responsibilities:**

**Strategic & Operational Leadership**

* Support the Food Service Director and Executive Chef with planning and problem-solving.
* Improve kitchen workflows, staffing, and logistics across locations.

**Procurement & Inventory**

* Manage purchasing and inventory of food, supplies, and equipment.
* Oversee packing orders and maintain operational logs.

**Kitchen Operations**

* Create prep/cook sheets and optimize kitchen routines.
* Lead hands-on cooking and food delivery when needed.

**Training & Supervision**

* Train and mentor staff, volunteers, and vocational students.
* Monitor student progress and oversee Pathway Trainers.

**Event & Hospitality**

* Coordinate food-related events and volunteer engagement.
* Ensure hospitality reflects organizational values.

**Collaboration**

* Liaise with warehouse, program leaders, and other departments to ensure alignment and efficiency.

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**Qualifications:**

Heart for serving the underserved and alignment with Christian values.

Valid Class C Driver’s License and clean driving record.

High school diploma or equivalent; 3+ years in food service or nonprofit logistics.

Strong Excel skills, ServSafe certification preferred.

Experience in event planning, volunteer coordination, and vocational training.

Ability to lift 50 lbs, work flexible hours, and operate kitchen equipment.

Excellent communication, problem-solving, and team-building skills.

Emotional intelligence and cultural humility.

**Application Process**:

Individuals interested in being considered for this position should email the following documents:

1. An updated resume.
2. The names, email addresses, and phone number of three references.

**Please email all documents to** **HR@fresnomission.org** No phone calls please