



community café

Everybody eats. Everybody gives. Everybody matters.

Big Big Table Community Café

JOB POSTING

Job Title: Kitchen Manager	Location: 272 Hudson St Buffalo, NY* <i>*Location anticipated to change in the future within the current area we serve</i>
Reports To: Executive Director	Compensation: \$20/hr, plus Benefits (PTO, & Employee Assistance Program available, plus complimentary lunch anytime open)
Type Of Position: Part time or Full time, 30 - 40 hrs/wk	Hours of Operation: Primarily Monday - Friday 8am - 4pm Occasional meetings, evenings, weekends and special events

Job Summary:

The Kitchen Manager plays a central role in fulfilling Big Big Table's mission: Everybody Eats, Everybody Gives, Everybody Matters. This position is ideal for someone who is passionate about people, hospitality, and culinary excellence, who sees food as a tool for improving their community through ensuring food security for all. This individual will oversee all aspects of kitchen operations, including responsibility for menu planning, food quality, daily opening and closing procedures, inventory management, equipment maintenance, and collaborating with staff, volunteers, and community partners. The Kitchen Manager ensures the quality of food meets BBT's high standards, maintaining compliance with local hygiene and safety regulations. They will help lead a dynamic kitchen that balances professionalism with inclusivity and resourcefulness with joy.

This role also supports broader leadership functions within the café. The Kitchen Manager will assist the Executive Team with staff and financial management, help supervise and train kitchen volunteers and interns, and coordinate with the Volunteer & Communications Manager to delegate tasks and resolve day-to-day kitchen issues. They will build and maintain relationships with food donors, local farms, suppliers, and other community partners, and will actively incorporate donated ingredients and rescued in-season produce into daily menus. Creativity, collaboration, and adaptability are all essential to success in this role.

About You

The ideal candidate loves food and people, and is excited to lead a kitchen where both are deeply valued. The right person is organized, communicative, and collaborative. The right person will have experience cooking in fast-paced environments, with a modest staff supported by volunteers. We are seeking an effective communicator who is able to lead, delegate, and train diverse volunteers of varying skill sets in simple tasks. The right person can lead with patience, attention to detail, and a positive attitude. We are seeking someone who shares a commitment to fostering a welcoming and inclusive environment, engaging a highly diverse community. Experience in instructing a culinary program and working with marginalized populations is preferred.

Qualifications:

- At least 4 years of experience as a Chef, Kitchen Manager, or equivalent
- ServSafe Certification (or ability to obtain within 30 days of hire)
- Experience leading or mentoring kitchen staff, especially volunteers
- Effective time and task management skills, for oneself and others
- Strong communication, organizational skills, and establishing relationships with guests/ partners.
- Familiarity with trauma-informed care, mental health first aid, and harm reduction is a plus
- Comfort using Microsoft Word and Excel
- Commitment to uphold Big Big Table's mission and values
- Demonstrate personal integrity and responsibility
- Demonstrate awareness of sensitivity to vulnerable populations, housing insecurity, substance abuse, and health disparities that impact BIPOC communities at a disproportionate rate.

Primary Duties:**Kitchen Operations:**

- Ensure compliance with all Health & Safety guidelines as laid out by New York State, Erie County and the Erie County Department of Health
- Ensure proper food storage, handling and proper labeling, temperature control
- Maintain receiving log and temperature logs
- Maintain product rotation, usage, and composting, along with food quality.
- Lead daily food prep and service
- Manage preparation of food and and maintain equipment inventory
- Ordering of all food and supplies, coordinate with farms and food recovery partners
- Receiving products, check in and proper storage of items
- Recipe and menu planning, food cost ,and incorporating in-season produce.
- Welcome Guest Chefs and coordination with additional volunteers for special events
- Assist the Executive Team in finding new food partnerships and donors
- Perform or supervise regular, scheduled maintenance and service of kitchen equipment and kitchen safety installations (hood vent, ANSUL fire suppression system, fire extinguishers, health inspections, grease trap, etc)
- Track and minimize food waste in cafe
- Track food expenses and ensure that Big Big Table operates within reasonable cost parameters, as set by the Board of Directors

Volunteer & Program Support:

- Train volunteers through various programs like an Associates for Training and Development (A4TD) team member, FeedMore RISE interns.
- Implement workforce development principles to help cultivate skills of cafe volunteers
- Multi-task training, delegating tasks, and supervising others with effective, team-oriented, and positive demeanor
- Collaborate with the Executive Team in fostering a welcoming, inclusive environment
- Work collaboratively with Big Big Table staff, Board Members

Physical Requirements:

- Ability to lift up to 50 pounds
- Ability to stand for long periods of time, bend, reach, go up and down steps
- Ability to work in extreme temperatures near hot ovens, stoves, and grills
- Ability to safely use sharp tools
- Ability to use hospitality and human services skills (i.e., trauma informed care approaches) towards deescalating any issues that arise with guests who dine at the café

About Big Big Table Community Café

Big Big Table Community Café (BBT) is a non-profit community café—a pay-as-you-can lunchtime restaurant, focused on addressing hunger, reducing food waste, and building community. Our motto is: “Everybody eats. Everybody gives. Everybody matters.” **Our mission is to provide a dignified response to hunger in our community, providing Buffalo with accessible and affordable nutritious meals, regardless of ability to pay.** With pay-as-you-can pricing and a significant volunteer component in day-to-day operations, everyone is given a chance to earn what they need by giving what they can.

Our culture is centered around inclusivity. As a donation-based café, we do not have set prices or menu items. Our menu is dynamic and changes daily. Our fresh and healthy offerings include daily salads, sandwiches, soups, sides, and desserts, based on available ingredients. Guests determine how they would like to participate in exchange for their meal, and everyone enjoys the same quality dining experience. Our menu is centered around in-season produce and food rescue to utilize excess and farm seconds from local farmers, restaurants, and suppliers. Modest staffing is supplemented with volunteer labor. Collaboration and partnerships are central to our operations.

Big Big Table opened to the public in October 2021. As a member of One World Everybody Eats (www.oneworldeverybodyeats.org), we brought a developed sustainable social enterprise model to Western New York. Nationally, these cafés do best where there is income diversity, operating at community crossroads, easily accessible to high-need communities while also attracting diners who can afford to pay market value or more for a meal. Academics and the restaurant industry cite community cafés as one of the best new advances toward addressing food inequities and food-system optimization.

Big Big Table Community Café values a diverse workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities and veterans to apply.

Big Big Table Community Café is an Equal Opportunity Employer and does not discriminate based on race, color, religion, creed, gender, national origin, disability, marital status, veteran status, sexual orientation, gender expression, gender identity, or age.

In this position you may be required to lift up to 50 pounds, stand for long periods of time, bend, reach, go up and down steps, work in extreme temperatures, and de-escalate guests and volunteers.

***Please submit your resume and cover letter to our Executive Director,
Karl Johnston, at karl@bigbigtable.org.
Applicants are encouraged to apply as soon as possible.***

