



UConnectCare is a progressive nonprofit organization located in WNY offering help to those impacted by substance use disorder through prevention, treatment, residential, detox, and recovery services for almost 50 years. UConnectCare has earned a local and regional reputation for excellence and was recognized as a Best Company to Work for in New York, 2018-2025.

JOB VACANCY

KITCHEN MANAGER

RESPONSIBILITIES

Kitchen Manager will provide the nutritional needs of our patients/consumers. In this role, the Kitchen Manager will prepare and serve food that follows specific, predetermined standards and nutritional or dietary guidelines. This role is essential to the health of our patients/consumers, so we are looking for someone with experience in both food preparation and nutrition. Applicants with experience in group/home care or cooking for individuals with strict dietary restrictions is highly desirable. This role will include other residential duties. Prepare food that adheres to the nutritional needs of our guests. Follow portion control standards as necessary. Serve food in residential dining area. Deliver food trays to or snacks to rooms in other programs as needed. Assist with cleaning tasks. Prepare weekly menu with House Manager and residential consumers for each week. Focus on cooking from scratch at least two times weekly and work with the resident's meal prep, cooking and shopping skills. Facilitate an in-service group for the residents one time weekly. Oversee general cleanliness of kitchen and residence by assigning thorough cleaning by residents and completion of chores throughout the day. Ensure bed bug/dryer procedure is complete for any incoming residents/consumers. Ensure all beds contain mattress covers, rotate mattresses, etc. Budget food cost. Biweekly to one time per month food order from vendors. Practice one stop shopping, getting all supplies for the week on one trip and purchase in bulk. Obtain competitive food bids for major supplies and keep a price comparison notebook. Inventory and rotate stock weekly, using the food and supplies purchased first and checking for expired and/or spoiling food daily. Conduct monthly Inventory to include label and take pictures and add to inventory list of all used and new items. Send a copy to the finance department three times a month. Coordinate with maintenance staff monthly daytime activities for residents. Assist with Family Night snack preparation. Assist with the Supportive Living transfers. May be required to provide transports and breathalyzer and toxi randomly or per-counselors' request supervised as needed. Projected opening date of facility: June 2025.

QUALIFICATIONS

Dietary Cook Requirements and Qualifications, high school diploma or GED certificate, food handler's card or completed a food handling safety course via the county or state. Experience with food preparation and nutrition, as well as attention to detail and works well with individuals.

REPORTING RELATIONSHIP:

The Kitchen Manager receives supervision by program director or his/her designee

Valid NYS driver's license and method of transportation required. Must be addiction free, including tobacco. Pre-employment background check/post offer drug screening required. CARF and NHSC accredited. EOE

Status: Full-time, hourly, non-exempt

Pay Range: \$18-\$26 per hour

Location: Women & Children's Residential program, Albion

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

UConnectCare, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@uconnectcare.org

POSTED: 4/18/2025

DEADLINE: 4/22/2025

UConnectCare does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.