Kitchen Supervisor
May Fair House Cook Teams

The kitchen supervisor is a part-time position working directly for the May Fair House, the retail food and gift shop managed by the Women of St. Stephen's to foster fellowship among the church's women and as the fund-raising arm of their organization.

Direct Responsibilities:

The kitchen supervisor will have direct responsibility for overseeing May Fair House volunteer cook teams in the preparation of the MFH meals sold in the shop. The kitchen supervisor will also assist in the preparation and packaging of meals to ensure consistency, quality, and presentation standards are maintained. The supervisor is responsible for communicating with the volunteer coordinator regarding attendance and staffing needs. The supervisor also has inventory management and supply ordering responsibilities, ensuring that all ingredients and materials are properly stocked and organized.

Reliable transportation and ability to acquire ingredients from various suppliers is required.

Cook teams meet September through May, Monday through Thursday, starting at 9:30 a.m. During the summer months (June-August), cook teams meet on Tuesday and Wednesday at 9: 30 a.m. Two cook teams convene monthly in the afternoon, beginning at 1:30 p.m.

The kitchen supervisor will work with the May Fair House Board and hold occasional meetings to assess needs and goals.

Skills Required:

The kitchen supervisor should have prior food service experience, preferably supervising a commercial-type kitchen, including ordering and maintaining inventory. The kitchen supervisor must be ServSafe certified (as required by Virginia law). In addition, the position requires the following skills:

- ability to interpret recipes
- attention to detail
- strong "people" skills (an ability to work well with different volunteer teams)
- familiarity with basic to intermediate cooking techniques and ingredients

Hours/Rate of Pay:

The kitchen supervisor is a part-time position, working an average of twenty (20) hours per week, for approximately eight months throughout the year. The May Fair House is open during the months of June, July, and August but on Saturdays only, so hours are reduced during that timeframe, but the supervisor is still needed on-site.

Rate of pay is $17.00-$25.00 per hour depending on experience.

To Apply: Send resumé, with references, to **MayFair.House@yahoo.com**

St. Stephen's
EPISCOPAL CHURCH
RICHMOND, VIRGINIA

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6000 Grove Avenue | Richmond, Virginia 23226 | 804.288.2867 | ststephensRVA.org