

The Lord's Table Soup Kitchen is in search of Kitchen Managers.

The Lord's Table Soup Kitchen is a 40+-year-old, Gaithersburg based, non-profit whose mission is to provide a hot meal for local residents who have insufficient access to adequate nutrition.

The ideal candidate has a love for the Lord, a heart for serving the poor, and good supervisor and instructional skills.

Position: Kitchen Manager

Hours: 2-4 shifts per week; shift = 12:00 – 5:00 weekdays; Oct – Apr 2025-2026

Requirement: Montgomery County Food Manager certification (8-hour online course for certification)

Wage: \$23/hour, no benefits

Organization: The Lord's Table Soup Kitchen

Location: Epworth United Methodist Church, Rt 355, Gaithersburg MD

www.lordstableoupkitchen.org

Send resume to: LordsTableSoupKitchen@gmail.com

Duties include, but are not limited to:

1. Supervision of and instruction to volunteer food prep, cooks, servers, and clean-up staff.
2. Ensure food handling safety by volunteer staff with according to HACCP protocols.
3. Plan meals to serve 50-60 guests based on donated foods and ingredients on hand.
4. Ensure clean-up of the kitchen and dining room after meal service.
5. Ensure usable leftovers are properly stored or distributed to volunteers.
6. Report inventory shortages of foods, condiments, spices, and other meal essentials.
7. Monitor and report low inventory of other kitchen and food prep supplies, e.g., disposable gloves, cleaning sponges and brushes, dish washing soap, hand cleaning soap, dishwasher disinfectants, aprons, hair covers, etc.
8. Monitor and report grocery needs of non-donated foods, e.g., powdered juice mixes, coffee, cream, milk, cheese, salad mix, pasta, rice, etc.
9. Sorting and storing donated food items for four user groups: 1) TLT Soup Kitchen, 2) Epworth bi-weekly food distribution, 3) St. Martin's Food Pantry, 4) Rev. Monroe Weeks.
10. Direct kitchen maintenance associate in cleaning of kitchen area and minor repairs equipment.
11. Accompany county health inspector in the event of a surprise inspection. Obtain the inspector's findings and report violations to the Operations Manager. Correct violations that can be easily resolved.
12. Maintain Montgomery County Food Manager certification.