

Community Kitchen Manager

Cross-Lines Community Outreach

Community Kitchen Assistant Manager

Kansas City, Kansas

Job Summary:

The Community Kitchen Assistant Manager supports the daily operations of the Cross-Lines Community Kitchen, a low-barrier program that provides free breakfast and lunch Monday through Friday to individuals in need of a hot meal. In addition to meal service, the Community Kitchen offers shower, laundry, and sack lunch services.

The Assistant Manager assists with food preparation, cooking, service, and plays a key role in overseeing morning shower and laundry operations. This position also assists with inventory management and helps maintain a clean, safe, and welcoming kitchen and dining environment.

Immediate Supervisor:

Community Kitchen Manager

Hours:

This position is a part-time hourly position, working 30 hours per week.

Monday-Friday 6:00 AM-12:00 PM. After hours may occasionally be required.

Key Qualifications:

- Dedicated to serving low-income and underserved populations with compassion and cultural humility.
- High school diploma or equivalent required.
- Experience in food service or kitchen operations preferred but not required.
- Basic knowledge of food safety, sanitation, and food handling protocols.
- Ability to stand for extended periods, lift up to 40 lbs., and perform repetitive tasks.
- Ability to follow instructions, complete tasks independently, and work efficiently in a fast-paced kitchen environment.
- Strong organizational skills and attention to detail, particularly related to cleanliness, order, and compliance.
- Comfort using basic technology, including email, digital scheduling tools, or inventory management systems.
- Reliable, responsible, and punctual.
- Willingness to work as part of a team.
- Strong interpersonal skills and the ability to treat all guests, volunteers, and staff with dignity and respect.
- Bilingual English/Spanish language skills preferred.

Salary and Benefits:

Salary Range: \$18-\$20 per hour

This is a part-time position with benefits including vacation time/paid sick leave.

History:

Cross-Lines Community Outreach was established in 1963 as a “place of hope” for those struggling with the hardships of poverty. Today, Cross-Lines plays a vital role in the human service ecosystem of Wyandotte County, Kansas. Cross-Lines is a safety net for the community providing crucial, direct-aid services in the areas of hunger relief and housing stabilization. The Cross-Lines hunger relief programs include a Community Market and Community Kitchen. These programs aim to decrease overall hunger throughout the community by increasing access to healthy foods. The Cross-Lines housing stabilization programs encompass a Homeless Prevention program, Street Outreach program, and a Rapid Re-Housing (RRH) program. These programs strive to connect individuals experiencing housing instability to safe, permanent housing and supportive services.

The mission of Cross-Lines is to provide people in the Kansas City area affected by poverty with services and opportunities that encourage self-confidence, meet the needs of today, and provide the tools for future self-sufficiency.

Our Values:

Inclusion: Cross-Lines Community Outreach values and promotes an inclusive community where everyone feels welcomed and respected.

Dignity and Respect: We treat every individual with dignity and respect, fostering an environment where self-worth is restored.

Collaboration: We actively collaborate with partners (both internal and external) to maximize our impact in addressing poverty and social inequality.

Empowerment: We empower individuals and families to take control of their futures through dedication to life skills and navigation of resource access.

Integrity to Build Trust: We operate at the highest standards of integrity by being transparent, accountable, and ethical in all our actions to build and maintain the trust of our community.

Non-Discrimination:

Cross-Lines Community Outreach is an Equal Opportunity Employer. It is the policy of Cross-Lines Community Outreach to provide fair and equal employment opportunity to all qualified applicants and employees and to not discriminate based on any class protected by applicable laws.