



CATHOLIC DIOCESE OF RALEIGH POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: Food Truck Kitchen & Truck Manager

Department: Catholic Charities

Reports To (Title): Food Truck General Manager

Work Schedule: ☐ M – F Hours: _____ to _____ ☒ Other: To Be Determined

Type of Employee (Hours worked per week) ☒ Regular Full Time (≥30) ☐ Regular Part Time (20-29) ☐ Part Time (≤20) ☐ Temporary (varies)

Percentage of Travel Required ☐ 0% ☐ 10% ☐ 25% ☒ 50%+

Exemption status (HR use only) ☐ Exempt ☐ Non-exempt

Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Kitchen & Truck Manager for the Savor Food Truck, will serve as a leadership figure on a single truck level, bringing the Catholic Charities of the Diocese of Raleigh's mission to life. They shall instill Catholic Charities' core values throughout their duties. The Kitchen & Truck Manager will be responsible for food ordering, preparation, and on truck execution. They will assist with ensuring success of the truck and staff, while operating out of a commissary kitchen to provide on-site catering for community, corporate, and special events. They will participate in and oversee all food production, on-truck activities, and event execution.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

- Food & supply purchasing
- Food production and preparations
- Implement food safety initiatives
- Create new food options as necessary
- Participate in food costing, inventories, and menu development
- Devise and implement remedial actions for seen and unforeseen issues and apply crisis management when necessary
- Drive, cook, and operate on the truck and commissary kitchen

65.00

Duties and Responsibilities *continued from page 1*

- Coordination and execution of plans set by the General Manager
- Assume responsibility for all food ordering, preparation, and execution of the individual truck and commissary
- Lead subordinates within the individual location
- Build relationships with staff, volunteers, and community partners
- Build and manage an effective team of employees as necessary to run the food truck and commissary
- Forge and maintain relationships with vendor partners, and procurement groups

30.00

- Pair nutrition education and cooking demonstrations to provide in-person and virtual learning opportunities that promote healthy lifestyles
- Attend agency, staff and community meetings as determined by supervisor
- Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor

5.00

Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- ☐ No minimum education level
- ☒ High School diploma or GED
- ☐ Associates or other 2-year degree including technical/trade school
- ☐ Bachelors degree
- ☐ Masters or Professional degree (M.B.A., J.D., etc.)
- ☐ Doctorate

Degree in specific subject area: _____ Degree Type: _____
Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- ☐ Less than 1 year
- ☐ 1 - 3 years
- ☒ 4 - 6 years
- ☐ 7 - 9 years
- ☐ 10 + years

Years of specific work experience: Field: Culinary and Hospitality Years of experience: _____

Qualifications

- Culinary background required
- Proven experience in a role in a food truck or hospitality based environment
- Strong understanding of daily food truck needs and the ability to drive a large vehicle
- Ability to coordinate and manage large groups of people

Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a clean driving record
- Authorized to work in the U.S.

Skills: Proven computer skills including MS Office and other appropriate applications

*Job responsibilities will involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings as scheduled, and as needed.

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 50 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing for extended periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily office work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily indoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input type="radio"/>
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input checked="" type="radio"/>
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.