



About RMHC-Denver: Since 1979, Ronald McDonald House Charities of Denver, Inc. (RMHC-Denver) has offered a loving home away from home to families needing to be near their seriously ill or injured children while they're being treated at metropolitan area hospitals.

Job Title: Culinary Manager	Effective Date: 05/30/2025
Reports to: Executive Chef	FLSA Classification: Exempt, Salaried
Position Level: Full - time	Pay Range: \$55,000 - \$65,000

Bring your culinary expertise and join our Culinary Manager!

Ronald McDonald House Charities of Denver is looking for a passionate and skilled Culinary Manager to help nourish families during some of their most challenging times. This is a unique opportunity to combine your love of cooking with meaningful community impact in a supportive, mission-driven environment. If you're ready to make a difference through food, we'd love to hear from you! *To protect the health of the families we serve and our staff, Ronald McDonald House Charities of Denver has a mandatory Flu Vaccination requirement for all employees. Exemptions may be considered.*

Job Summary

As a member of the Chef team, the Culinary Manager is an essential role that helps support and grow the Meal program at Ronald McDonald House Charities of Denver. This position is responsible for creatively using ingredients to make meals, working with volunteer meal groups, coordinating the upkeep of three large kitchens, and helping to improve and implement all aspects of the Meal program. The best fit for this role is someone who loves to cook for big groups, appreciates an organized kitchen space, and has a strong knowledge of cooking and food safety.

Essential Duties, Responsibilities & Functions

The primary duties and responsibilities of this position are listed below. The primary duties of this position may be modified based on business needs or regulatory requirements. This position may be assigned additional duties not specifically listed below.

- Coordinate all aspects of volunteer food programming. This includes scheduling and working with meal group volunteers and coordinating the upkeep of three large kitchens in collaboration with other team members.
- Coordinate with meal groups before they come in for their shift to make sure that they are prepared and have everything they need.
- Provide onsite support and leadership to volunteer meal groups while upholding important food safety standards.
- Manage the weekly meal calendars, ensuring that the guest families receive up-to-date menu information daily.
- Creatively use donated and purchased ingredients to make freezer meals or dinners that serve at least 50 people at a time on a regular basis.
- Re-stock the freezer as needed with bulk, homemade meals, ensuring that there are always meals available.



- Create and implement back-up meals as needed in the case of a cancelled meal.
- Monitor, organize and maintain all supplies and equipment in kitchens.
- Communicate and collaborate with members of the Guest Services team to ensure that food needs are being met and that the kitchen spaces are being maintained.
- Coordinate with other members of the Guest Services Team and Volunteers to ensure that the family pantries are well stocked.
- Collaborate closely with the Chef Team on monthly food inventory and ordering.
- Participate with the Chef Team to update menus as needed based on food donations, seasonality and guest feedback.

Education, Experience & Abilities

- 2 or more years of experience working in a commercial kitchen, with hands-on food preparation and cooking responsibilities is required.
- Formal culinary training is preferred.
- Must be confident in preparing both meat and vegetarian meals using a variety of cooking techniques.
- Able to solve problems quickly and effectively.
- Able to create systems and processes to increase productivity and organization.
- Flexible and understanding of changing priorities.
- Comfortable interacting with both children and adults.
- Able to work independently while also collaborating with a team.
- Able to effectively communicate verbally and in writing.
- Proficient with Microsoft Office Suite (especially Outlook, Word, and Excel).
- Knowledge of food safety and HACCP food storage.
- SERV Safe Food Manager Certification preferred.
- Experience conducting administrative activities including scheduling, accurate record keeping, and data management.
- Ability to lead, teach and demonstrate cooking techniques with volunteer groups of various skill levels.
- Prior experience working with volunteers is a plus.
- Spanish speaking helpful but not required.

Physical Requirements

- Ability to perform physical requirements of an office-based position, including sitting, standing, lifting up to 25 pounds on an occasional basis and operating office equipment.
- Ability to travel from one House to another, or to other locations and meeting venues.
- Ability to handle typical noise conditions with working in an office environment.

This is a full-time, exempt position, with the expectation of working 40 hours per week. The general work schedule will be M-F, 11:30 AM to 7:30 PM and occasional weekends. This position will primarily be based at the Denver House, with occasional responsibilities at the Aurora House as needed. This position is eligible for all full-time benefits, including health, vision, dental, *at*



100% for employee only, long-term disability, life insurance, an EAP, and a retirement savings benefit (eligible after the waiting period), paid time off, and sick leave.

Our Culture: At RMHC-Denver, our culture is built on collaboration, innovation, and a shared commitment to our mission. We value diversity and encourage open communication, and we celebrate our successes together and support each other through challenges. Join us and be part of a team that is dedicated to making a real difference in the lives of families in need.

How to apply: Please submit a resume **and** cover letter to careers@rmhc-denver.org. Position will be open until filled. No phone calls, please.

RMHC-Denver provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, RMHC-Denver complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.