



Housing Authority of the City of Asheville
165 South French Broad Avenue
Asheville, North Carolina 28801
828-258-1222 | haca.org

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equality, Fairness, Integrity, Openness, Patience, and Respect.

JOB TITLE: KITCHEN PROGRAM MANAGER

WORK LOCATION: 165 S. FRENCH BROAD AVE. ASHEVILLE, NC 28801

WORK HOURS: 4 – 10 HOURS DAYS

REPORTS TO:

GENERAL STATEMENT OF JOB:

We are seeking a dedicated and experienced Kitchen Program Manager to oversee all culinary and operational functions at Asheville Housing Authority's Southside Kitchen located at our other locations.

This role is responsible for managing a high-volume food production operation serving children and youth programs, elderly and disabled residents, community events, and external partners. The Kitchen Program Manager will lead day-to-day operations, including menu planning, food preparation, staff supervision, ordering, budgeting, and ensuring high standards of quality, safety, and efficiency. This position is accountable for scaling kitchen output from current levels to a maximum capacity of 1,500 meals per day.

ESSENTIAL JOB FUNCTIONS:

- Supervise and coordinate the daily operations of the kitchen, providing leadership and direction to all kitchen personnel.
- Plan, organize, and execute meal production schedules to meet daily volume targets and program needs.
- Prepare and cook food in accordance with standardized recipes and established menus.
- Construct and maintain menus that ensure variety, quality, nutritional value, and scalability across all programs.
- Oversee food preparation, including portion control, plating, and consistency of quality.
- Monitor and manage food ordering, vendor relationships, and inventory levels to ensure adequate supply and cost control.
- Develop and manage the kitchen budget, including food, labor, and operational expenses.
- Track cost per meal and implement strategies to reduce waste and improve efficiency.

KITCHEN PROGRAM MANAGER
LAST UPDATED: MAY 11, 2026



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- Hire, train, supervise, and evaluate kitchen staff to ensure performance standards are met.
- Maintain cleanliness and organization of all kitchen areas, including food prep, storage, and equipment.
- Ensure compliance with all health, safety, and sanitation regulations and maintain inspection readiness.
- Monitor and maintain kitchen equipment; arrange for repairs and maintenance as needed.
- Establish systems and processes to improve workflow, reduce turnaround times, and support increased production capacity.
- Track and report on production output, costs, and performance metrics.
- Ensure all meals meet quality standards before being served or distributed.

MINIMUM TRAINING AND EXPERIENCE:

Education:

A High School Diploma and a minimum of 5 years of experience in the preparation of foods in an institutional setting or childcare; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities

North Carolina Food Handlers Card, ServSafe Preferred

Experience:

Experience in the preparation of special dietary foods, including vegetarian foods

Licenses:

Valid North Carolina Driver's License with a satisfactory driving record.

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Requirements:

Ability to lift and carry 50 pounds, including unloading food, supplies, and equipment.

Physical ability to operate kitchen equipment according to safe, recommended methods.

Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).



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Communication Requirements:

Must be able to communicate effectively with staff, vendors, contractors, and leadership both verbally and in writing.

Cognitive & Technical Requirements:

Requires the ability to interpret regulations, analyze operational data, manage budgets, and implement systems and procedures. Must be proficient in computer systems for reporting, inventory tracking, and operational management.

COMPLIANCE REQUIREMENTS:

All employees of the Housing Authority of the City of Asheville are required to carry out their duties in accordance with applicable federal, state, and local laws and regulations, including U.S. Department of Housing and Urban Development (HUD) requirements, Fair Housing and Equal Opportunity laws, and Housing Authority policies and procedures. Employees must ensure that all work activities, documentation, and communications comply with HUD program regulations, Housing Authority standards, and audit and reporting requirements.

Employees are expected to maintain confidentiality of resident and program information, uphold ethical standards in all interactions, and complete any mandatory HUD or Housing Authority training, certifications, or continuing education as assigned.

ACKNOWLEDGMENT SECTION:

I have reviewed and understand the job description for the Kitchen Program Manager position. I acknowledge that I am able to perform the essential functions of the job, with or without reasonable accommodation, and understand that the duties and requirements of this position may change as the needs of the Housing Authority evolve.

Employee Printed Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Printed Name: _____

Supervisor Signature: _____ **Date:** _____