



## Ronald McDonald House® Mountain West Job Description

Title: Kitchen Coordinator	Pay Grade: B
Location: RMH Salt Lake City	Position Type: Part Time, Hourly
Current Employee: TBD	Reports to: Family Food & Nourishment Program Manager
Team: Guest Experience	Revision Date: January 15, 2026

**Our Culture:** We provide essential services that strengthen families, remove barriers, and help ensure the best possible outcomes when children need healthcare

**Current Programs:** SLC Ronald McDonald House, SLC Primary Children’s Hospital Family Rooms (3), University of Utah Hospital Family Room, Lehi Primary Children’s Hospital Family Room, Taylorsville Behavioral Health Campus Family Room, Ogden Regional Medical Center Hospitality Cart

**Benefits:** Paid Time Off, EAP, 401K

### Position Summary:

The Ronald McDonald House Kitchen Coordinator is responsible for preparing, stocking, and transporting food, as well as daily kitchen cleaning. They ensure that the kitchen is stocked, clean, and safe for use. Kitchen Coordinators provide excellent guest services to families staying at Ronald McDonald House by orienting them to the kitchen, preparing nourishing food options, and responding to guest needs. They support and work alongside core volunteers and volunteer groups to complete essential kitchen functions.

### Primary Duties and Responsibilities include:

#### Food Prep & Distribution

- Support the goal of RMH to provide at least one meal per day to guest families by preparing delicious and nutritious meals for guest families staying at the RMH and Family Room
- In collaboration with the kitchen team, work from a planned menu to fill in gaps in volunteer meal group coverage and achieve goals for staff-provided meal support
- Distribute food to all RMHC kitchens, including picking up food from vendors/donors and taking food from the House to hospital-based Family Rooms
- Accept food deliveries and put all delivered items away in the appropriate location, inventorying and rotating as necessary
- Repurpose food donations, repackaging items as needed for safety and freshness
- Organize and maintain dry food storages, all fridges and freezers including walk ins, rotate and dispose of old and expired food daily
- Stock an inventory of fresh fruit, vegetables, dairy and grains in the RMH kitchen

- Take inventory of food and share any ordering needs with the Family Food & Nourishment Program Manager
- Pick up essential items from Bishop's Storehouse, Food Bank, or other donations as needed
- Take inventory of kitchen supplies and create order requests for needed items from RMH House and Family Room programs
- Participate in weekly Grocery Rescue deliveries by unloading items, determining what is needed, and putting all donated items in their appropriate place
- Prepare frozen meal options to weekend meals or days with light staff coverage
- Ensure all food is of excellent quality and served in a timely manner
- Oversee the filling of the Coke machine in the kitchen, and weekly emptying of funds to be delivered to the Accounting Manager
- Provide responsible stewardship by ensuring all purchased and donated food is provided for guest use, with exceptions for staff or outside donations being determined through established processes.
- Welcome and orient guests to the kitchen, ensuring they are empowered to select or prepare food for themselves as needed

### **Kitchen Cleanliness & Food Safety**

- Ensure and practice safe food handling and sanitation standards in the House. Train volunteers on safety and cleanliness practices
- Thoroughly clean kitchen counters, sinks, table and floors as needed with an hour long deep clean taking place at least once per day
- Maintain the cleanliness and organization of the storage room and walk in fridge and freezer
- Ensure all dishes are done in a timely manner throughout the day
- Empty kitchen trash as needed throughout the day
- Clean out guest fridges and freezers in the RMH kitchen daily
- Ensure all food is properly labeled, dated, and or discarded daily
- Ensure handwashing soap and gloves are available for volunteers and guests each day, and signs are posted stating the importance of hand washing and glove use
- Oversee and support daily kitchen operations in coordination with supervisor
- Maintain a current food handler's permit and other required certifications

### **Volunteer Support**

- Support the goal of Ronald McDonald House to provide at least one prepared meal per day for guest families
- Provide food safety and kitchen equipment training to volunteers. In coordination with the Family Food & Nourishment Program Manager, direct core volunteers to work on high priority tasks during their weekly shifts
- Check in Together at the Table meal group volunteers, ensuring they are properly oriented to the kitchen equipment, safety requirements, and group expectations. Provide hospitality and guidance as needed during the meal preparation

- Lead volunteer groups coming to RMH to volunteer in the kitchen, storage room, or supporting other food related activities
- Train and assist kitchen core volunteers to assist with inventory, stocking, cleaning, and meal preparation

### **Other Duties and Responsibilities:**

- General guest services and hospitality as they relate to the RMH mission of anticipating and acting on behalf of guest families
- Complete all tasks assigned daily by supervisor and maintain regular and clear communications and feedback on priorities and roadblocks
- Maintain excellent and regular communication and collaboration with all members of the Guest Experience team
- Attend monthly all staff meetings, departmental meetings, and trainings
- Perform other duties as needed and assigned

### **Work Environment**

- Work is conducted in a kitchen or hospital environment, and in an RMH owned vehicle
- Exposure to varying temperatures indoors and outdoors, as well as noise, dust and sometimes chemicals
- Position is required to work primarily onsite in the Ronald McDonald House

### **The Person:**

#### **Experience Required:**

3+ years of combined experience with proven expertise in the following areas:

- Food preparation
- Food safety
- Guest services

**Specialized Licenses:** Food Handler's Permit

#### **Education Required**

- High School Diploma or equivalent

#### **Knowledge, Skills, Abilities:**

- Comfortable managing multiple priorities and tasks
- Ability to prepare food in large quantities
- Ability to maintain food safety and cleanliness
- Organized, creative, energetic and collaborative team player
- Flexibility with regards to work assignments and changing priorities

- Cultural competency to be able to work respectfully with people from diverse backgrounds
- Ability to maintain positive and professional communications and boundaries at all times with staff, volunteers, and guests

**Other:**

- Passion for the mission of RMH

**Essential Physical and Sensory Requirements:**

- This position requires regular standing, walking, bending, reaching, driving, carrying and lifting up to 30 lbs. Employees must be able to operate tools and equipment safely
- Must be able to operate a vehicle and maintain a valid driver’s license

**Background Check and I-9 Requirement:**

- Ability to successfully pass criminal background/sex offender registry check and receive work authorization through the I-9

**Additional requirements**

- Eligibility to operate company vehicles, maintaining a valid driver’s license and satisfactory MVR
- Willingness to meet Ronald McDonald House immunization requirements due to proximity with vulnerable patients and their families.

*Ronald McDonald House is an equal opportunity employer and values a diverse workplace*

**Acknowledgement:**

Ronald McDonald House of the Mountain West reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing organizational needs. Further, these statements are intended to describe the general nature and level of work involved in this job. This job description is not intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment. I understand and accept that the above description represents our aligned understanding as to the general responsibilities and expectations of the job to be performed and in no way constitutes a contract.

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Employee Name

Employee Signature

Date