



LifeNet4Families

POSITION TITLE: FOOD SERVICES MANAGER
DEPARTMENT: OPERATIONS
REPORTS TO: VICE PRESIDENT OF PROGRAMS & OPERATIONS
CLASSIFICATION: EXEMPT, FULL-TIME

Reporting to the Director of Programs & Operations, the Food Service Manager oversees all activities of the Dining Service Department. He/She is responsible for quality of meals served, quality of service delivery during meal service, and control of food expenses. The incumbent manages the food service production and delivery system, including purchase and inventory of food and supplies. He/She is charged with ensuring conformance with food quality, nutrition, health, and productivity standards.

RESPONSIBILITIES:

- Adhere to proper food handling, receiving, storage, and preparation techniques, ensuring that all food items are maintained at a high quality until consumed.
- Makes frequent inspections of all work, storage, and servicing areas to determine that regulations and directions governing Foodservice activities are followed including compliance with safety and sanitation.
- Plan, implement, and revise menu on a monthly basis.
- Cook well-balanced, nutritious meals according to menu.
- Develop and implement safety procedures.
- Ensure that dining services operates within established budgetary guidelines.
- Monitor client satisfaction with food and beverage selections by, among other things, inspecting how the food is presented to the clients and interacting directly with the clients.
- Interacts with LifeNet4Families Pantry and Warehouse personnel as well as external vendors regarding facility emergencies
- Maintains inventory system for food and supplies.
- Reviews department performance and institutes changes in techniques or procedures to improve services, simplify work flow, assure compliance with regulatory requirements, and promote more efficient operation of the Foodservice Department.
- Responsible for developing and maintaining a staff that provides hospitable, professional service while adhering to LifeNet4Families' policies and business initiatives.
- Appropriately addresses staff performance or disciplinary issues
- Train, manage and supervise food service staff and volunteers.
- Ensure the highest possible client satisfaction.
- Perform other duties as assigned

QUALIFICATIONS:

- High School Diploma and culinary degree or certificate required
- Must possess all local, state and/or county required food handling/sanitation licenses and/or certificates.
- Minimum of three years similar experience in a high volume, hospitality oriented and customer service focused environment and two years managing staff.
- Thorough knowledge of the principles and practices utilized in the preparation of food on a large scale and knowledge of public health sanitation standards.
- Computer Proficiency
- Able to work flexible hours.

Skills:

- Strong interpersonal, communication, quality control, and time management skills.