



Job Title: Food Service Manager

Duties and Responsibilities:

A. Staff Supervision, Training & Scheduling

- Supervise kitchen staff
- Set goals with staff and mentor to build skill sets
- Train staff so they are able to competently perform their duties
- Conduct kitchen staff performance evaluations
- Create weekly kitchen staff schedules based on programming and kitchen needs

B. Budget Management

- Oversee and manage annual food service budget
- Monitor budget closely throughout year and make adjustments based on participant numbers as well as fresh, organic, local and minimally processed foods focus
- Conduct and record quarterly kitchen inventories

C. Menu Planning

- Design wide variety of healthful, delicious menus for audiences ranging from k-12 students to adult groups
- Lead a scratch-kitchen with menus based on minimally processed foods including non-GMO, organic and local foods
- Continue to learn and expand menu options to meet customer demands and ACNW focus

D. Food/Product Ordering

- Handle food purchase ordering through vendors
- Handle kitchen supplies, linens, and cleaning products ordering through vendors

E. Food Preparation

- Head Cook- lead and mentor staff in food preparation, cooking and presentation

F. Cleaning

- Clean kitchen after meals including dishwashing, food storage, sweep, mop, garbage
- Keep kitchen clean through regular cleaning and periodic deep cleans

G. Continuing Education

- Attend workshops and seminars to continually add culinary skills and menu ideas

Requirements and Qualifications:

- Up-to-date food handling and food safety certification(s)
- 3 years minimum experience as a cook/chef
- 3 years minimum kitchen managerial experience
- Ability to work flexible hours including mornings/afternoons/evenings and weekends
- Competent computer skills including email, on-line search and Microsoft Word
- Exceptional organizational and communication skills
- Ability to lead, motivate and delegate
- Positive, flexible attitude

Compensation:

- Full-time non-exempt position
- Wage ranging from \$17 to \$20/hr, based on experience
- 10 annual Holidays
- 3 weeks annual PTO (Paid-Time-Off)
- Health and Dental Benefits
- Employer retirement IRA match of 3%
- Opportunity to attend various trainings throughout the year