

Good News Rescue Mission
Job Description

Position Title: Food Service Manager
Ministry Department: Food Services
Reports To: Director of Operations
FSLA Status: Non-Exempt
Status: Full Time

Description:

Manages the food service operations and kitchen, oversees activities in accordance with Health Department and Mission guidelines. Insures that meals are served on schedule and the kitchens are stocked. Maintains the dining room and kitchen in a clean and orderly manner.

Responsibilities:

1. Supervise food services functions, including the supervision of paid and volunteer kitchen staff, meal service and clean up.
2. Prepares a well-balanced menu plan with minimal food waste; distributes daily menus to all kitchen workers.
3. Responsible for procurement and inventory of all food and kitchen supplies.
4. Prepares and oversees the preparation and cooking of all food, including food for special events.
5. Know, enforce and teach all health department regulations applicable to the food service operation
6. Teach serve safe practices to volunteer and program staff.
7. Schedule and ensure routine maintenance and cleaning of all kitchen equipment.
8. Fill food requests from the women's facility.
9. Ensure communion elements are prepared each month.
10. Ensure that the monthly statistics are kept. (i.e. food donations, meals served, etc.)
11. Schedule and ensure routine maintenance and cleaning of all kitchen equipment
12. Supervise the emergency food bag ministry

MINIMUM JOB REQUIREMENTS:

- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian.
- Agrees with and can sign the Good News Rescue Missions statement of Christian faith and be able to share that faith and knowledge with staff and clients.
- H. S. diploma or GED. Minimum 5 years of experience in the food service industry. Culinary Arts education and/or experience as lead cook or executive Chef in a larger facility serving at least 500 meals per day. Serve Safe certified to teach.
- Serve Safe certified required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Team player focused on the overall success of the organization.
- Excellent organizational and coordinating skills.

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- Ability to foster a cooperative work environment.
- Ability to plan and coordinate large scale banquets and special events.
- Ability to plan, coordinate and purchase for nutritious daily menus.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Skill in budget preparation and fiscal management.
- Ability to build and maintain a direct relationship with outside agencies.
- Able to support the Good News Rescue Missions statement of Christian faith and share that faith and knowledge with staff and clients.

WORKING CONDITIONS AND PHYSICAL EFFORT:

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; maybe exposed to cold occasionally. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on computer keyboard. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is required to have close visual acuity to perform an activity such as viewing a computer terminal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRE-EMPLOYMENT SCREENING

- Drug and nicotine test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider