



A Journey of Hope.
A Transformation for Life.

JOB DESCRIPTION

FOOD SERVICES MANAGER

Reports to: Chief Programs Officer

Status: FT/Exempt

Department: Food Service

Date: September 2020

SUMMARY OF POSITION:

Manage and oversee all aspects of the food service operation for LifePath Christian Ministries, its programs, residents, and volunteers. Work collaboratively with staff and volunteers to provide guests a safe, healthy, and pleasant dining atmosphere.

DUTIES AND RESPONSIBILITIES:

- ❖ Oversee the day-to-day operations in the Food Services Department; coordinate the responsibilities of food services employees, volunteers, and residents who are engaged in preparing and serving meals
 - Provide training, supervision, and feedback to guests/residents as part of their task responsibilities, emphasizing character and work ethic-based traits
 - Maintain required records including food production, inventory, and meal counts.
- ❖ Utilizing a limited budget, provide food to all targeted recipients
- ❖ Responsible for meal procurement and planning, utilizing budget and donations:
 - Create meals that are nutritionally sound and appetizing
 - Accept donations and coordinate with local charities and food banks to maximize consumption and minimize waste:
 - Ascertain what donations can be used by LifePath and how
 - Designate surplus donation within community for consumption and complete required recordkeeping.
 - Coordinate with staff to arrange goods within the food pantry; define and communicate special requirements for certain stock, such as perishables or fragile goods.
- ❖ Coordinate with Volunteer Coordinator to partner with and prepare churches or community volunteers to prepare and serve meals
- ❖ Coordinate, along with the Volunteer Coordinator, the distribution of holiday/community food boxes
- ❖ Participate in the hiring of departmental staff: train, supervise, schedule, discipline, and evaluate accordingly.
- ❖ Project/manage departmental budget as well as needs and manage accordingly.
- ❖ Operate all food services in compliance with established health and safety standards and regulations
- ❖ Inspect kitchen, dining area and food storage areas on a regular basis for compliance to health codes, sanitation, and LifePath requirements.
- ❖ Negotiate with vendors to arrange donation, purchase, and delivery of food and supplies
- ❖ Coordinate with Driver to schedule timely pick-up and drop-off of donations
- ❖ Inspect all deliveries upon arrival for freshness and quality
- ❖ Inspect and maintain all departmental equipment and notify Facilities Manager of any need for repair or replacement
- ❖ Train others in safety, operation, and maintenance of equipment
- ❖ Ensure all donated food is properly receipted
- ❖ Work collaboratively with other LifePath employees to advance the ministry of LifePath; attend supervisor's meetings, staff meetings, and other meetings as requested

- ❖ Additional duties as requested

SKILLS AND QUALIFICATIONS:

- ❖ Strong management and leadership abilities, able to facilitate and sustain a healthy God-honoring work environment
- ❖ Grounded in the Christian faith as a mature, active member of the body of Christ
- ❖ Knowledge of and familiarity with food operations and service: menu planning, food handling, etc.
- ❖ Able to teach and motivate others while being patient
- ❖ Able to effectively prioritize and make decisions quickly that are sound – exercise good judgment
- ❖ Adaptable, creative, takes initiative and exhibits good leadership
- ❖ Computer literate – proficient in Word, Excel, internet, and email applications
- ❖ Strong organizational and planning skills
- ❖ Stewardship mindset, excellent manager of time and resources, detail oriented
- ❖ Able to meet deadlines and standards
- ❖ Reliable, trustworthy, and open to learning new ways of doing things and enhancing existing skill set
- ❖ Valid Pennsylvania state driver's license
- ❖ Able to safely operate a forklift or the willingness to learn

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- ❖ Stand, walk, or sit – continuously
- ❖ Use hands to fingers, handle, or feel – continuously
- ❖ Reach with hands and arms – frequently
- ❖ Stoop, knee, or crouch – occasionally
- ❖ Lift and/or move up to 50 pounds - occasionally

The Food Services Manager is required to perform all of the above on an on-going and rotational basis with *frequent* consistency.

EDUCATION/EXPERIENCE:

- ❖ Degree in Culinary Arts or Nutrition greatly preferred
- ❖ Minimum three years of experience in managing, planning, and operating a food service establishment
- ❖ Minimum five years of previous food preparation experience
- ❖ Previous experience working with homeless, addicted, mentally ill highly desirable
- ❖ ServSafe Certification

Requirement:

The York Rescue Mission dba LifePath Christian Ministries is a privately funded 501 (c)3 non-profit, Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to share the Gospel in order to see lives redeemed, renewed and restored, and to celebrate the stories of lives being transformed through relationship with Jesus Christ. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of York Mission dba LifePath;
- Subscribe to the York Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the policies of the York Rescue Mission Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein and I affirm that I can fulfill the requirements of this role. I understand that this job description is not all-inclusive and that employment is always "at will".

Signature

Printed Name

Date