



JOB DESCRIPTION

Title: Food Service Manager

Reports to: Executive Vice President

Department: Dining Hall

FLSA Status: Full Time/Exempt

GENERAL SUMMARY:

The Food Service Manager is in charge of planning, preparing and managing all food preparations of the HEP Dining Hall. Supervision of all employees and volunteers during shift and delegate duties in the preparation of daily meals. Oversee and assess supplies and report any repairs needed in area. Make sure all aspects of cooking environment are sanitary and are up to par with health standards. Must be able to prepare meals for large groups of individuals. Keep kitchen and storage organized and control access to outside freezers.

PRINCIPLE DUTIES AND RESPONSIBILITIES ESSENTIAL FUNCTIONS:

- Prepare 3 well balanced meals a day for a large group of people, plus evening snack
- Familiarity with all health standards and codes
- Supervise kitchen volunteers and/or workers with duties in the meal preparations
- Clean or supervising cleaning on a daily basis
- Keep kitchen organized
- Rotation of food according to dates and proper storage
- Maintain daily records of meals served per person
- Maintain order and control of client while in dining area
- Manage and complete annual performance reviews on staff
- Responsible for ensuring kitchen budget is maintained
- Overall responsibility for kitchen compliance and safety

KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:

- Prior cooking experience required
- Must have knowledge of food preparation and sanitation codes
- Servsafe certified
- Basic understanding of OSHA and importance
- Excellent organizational and problem solving abilities
- Must have knowledge of kitchen appliances and safety requirements
- Quality control
- Effective communication skills both verbally and written
- Able to multiple tasks and adapt to change well
- Able to place food and supply orders as needed
- Individual with a "take charge" attitude a MUST

WORKING CONDITIONS:

- Up to 95% of the shift requires moving about
- Ability to lift up to 50 lbs. with ease
- Ability to work long hours on feet
- Non-slip shoes required



The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.