



Ministry Position Description
FOOD SERVICES MANAGER
Facility Department

I. FOOD PREPARATION

Personnel Supervise all food service personnel (cooks, assistants, interns, volunteers).

- Job Descriptions: Develop appropriate job assignments for food service staff members in the areas of food prep, food service, dining room clean up, and maintenance of health regulations.
- Kitchen Schedule: Supervise scheduling of the kitchen staff for camps, rental groups, Institute meals, and special events.
- Personnel Rules: Develop appropriate rules and regulations for use of the use of the kitchen.

Menu and Ordering

Budget:

- Develop and oversee the food services budget, working closely with accounting personnel;
- Maintain careful records of food orders and submit bills for payment in an orderly manner.

Menus: Develop appropriate meal menus for the Institute, Global events and rental groups.

- Develop standard and special meal menus, with appropriate attention to nutrition;
- Develop appropriate budget for meals and menus.

Ordering: Develop a plan for ordering, stocking and inventory of food:

- Develop a plan that is both economic and efficient for the ordering, storing and stocking of adequate food supplies;
- Coordinate on-going relationships and interaction with food vendors and reps;
- Oversee all vending machine food items and handling of cash regularly.

Food Preparation & Serving

Daily Food Prep & Serving Oversight:

- Personally supervise food preparation for meals, keeping nutrition, portions and appearance in mind;
- Organize and supervise serving of food in a timely and pleasing manner for our guests.

II. FOOD SERVICE FACILITY OVERSIGHT/GENERAL UPKEEP

Kitchen, Dining and Food Service Equipment Maintenance:

- Maintain a health-conscious food preparation environment for all facility food service areas (Lodge, Lower kitchen, Dorm 4, etc) taking into account food service health regulations, inspections, etc.;
- Maintain dish and equipment inventory and care.

Food Service Areas:

- Supervision: Personally oversee Lodge kitchen & Dining Room, Lodge Student Center/café, Lower Kitchen, Dorm 4, walk in coolers, food storage areas, vending machines, and all other Food Service concerns;
- Cleaning Supplies: Work with accounting to order and stock cleaning supplies for food service areas;
- Security: Provide routine oversight of lights, locks, security for food service areas & walk-in coolers.

IV. Other

- Guest Services: Assist with Host/Hostess duties for visiting individuals/groups as needed.
- Student Health: Promote health consciousness and dietary discipline among Institute students
- Be available to assist with other duties as assigned.