

## **Waterfront Rescue Mission Job Description**

Job Title: Food Service Manager  
Department: Ministry Programs  
Reports To: Program Manager

### Summary:

Under the supervision of the Program Manager, this position oversees the day to day operations of the kitchen and food services of the ministry programs. Performs all reasonably related duties as assigned.

### Duties:

- This position will obtain and maintain ServSafe® certification.
- Completes inventories of kitchen supplies and ensures that temperature logs are maintained.
- Manages the development of healthy weekly menus for clients and schedules the staffing for meal preparation, service, and clean-up.
- Oversees the development, placement, and reception of orders for food and other kitchen supplies.
- Ensures that all food products are refrigerated, cooked, thawed and served in a safe and timely manner.
- Maintains facilities appliances, equipment and stored food in accordance with ServSafe® guidelines and public health directives.
- Ensure proper cooking of all meats at the required temperature & for the prescribed length of time as directed by ServSafe® standards and public health directives.
- Ensures that all donated cooked foods are marked with the date and time and are stored properly in the refrigeration units.
- Ensures that cooking and serving surfaces are cleaned & sanitized and floors are cleaned and free of grease and other safety hazards.
- Instructs staff and clients in proper hand washing techniques and practices.
- Inspects kitchen utilizing the AGRM compliance checklists that have been developed.
- Coordinates the Thanksgiving and Christmas holiday's community meals.
- Ensures the clients working in the kitchen are trained and that their experience is beneficial to their recovery.
- Some travel may be necessary for training & temporary duty.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Christian Commitment: Must exemplify and model Christian behaviors and values and possess high levels of ethics, honesty and character.

Education/Experience: High school diploma or general education degree (GED); and two or more years related experience and/or training; or equivalent combination of education and experience in management.

Must have a valid driver's license and be insurable by the WRM's insurance carrier.

Must be able to pass a Level 2 Background Clearance for the purposes of being able to gain access and enter data into the HMIS Case Management System.

Knowledge, Skills and Abilities:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have regular attendance on the job.
- Must support the goals of the Mission.
- Must have the ability to form effective working relationships with clients, supervisors, staff, and the public.

**Computer Skills:**

- The computer skills described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Intermediate computers skills are required for this position, which include aptitude in the use of the Internet, e-mail, spreadsheets, and maintaining data bases through means of accurately and proficiently entering data.
- Must be knowledgeable in the use of Microsoft Office Suite & case management software; basic computer and typing skills a must.

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

While performing the duties of this job, the employee is regularly required to stand; walk and taste or smell. The employee is frequently required to use hands to manipulate; reach with hands and arms, and talk and listen. The employee is required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position.

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Name

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Date