Title: Food Service Manager

Pay rate: $14.00 per hour; DOE

Summary

Under the supervision of the Program Director and the General Manager of Food and Beverage Services, the Food Service Manager is responsible for food preparation, training of the kitchen crew; maintaining health standards, storage, and purchase supplies for the daily meals.

Duties and Responsibilities: include the following. Other duties may be assigned.

- Conducts menu planning that meets nutritional standards and oversees food preparation, cleanliness, and adherence to health codes and regulatory guidelines for a residential facility.
- Supervises the preparation of three meals a day, seven days a week for the on-site program participants. .
- Ensures all meals are prepared in accordance with approved menus, that meals are served on time, and keep track of number of meals served to staff and residents; keep culinary records.
- Tests all food prior to serving and retain a sample of each meal for 24 hours to determine possible food contamination.
- Purchases and properly stores food and maintain sufficient supplies to avoid food shortages.
- Incorporates planning, food budgeting, shopping and preparation of meals as part of the life skills curriculum for the participants.
- Maintains high health standards including cleanliness, sanitation, and wearing of hairnets and/or caps and gloves at all times in food preparation and serving areas.
- Ensures that equipment is in good operating condition and that temperatures are within proper standards, be constantly aware of fire and safety hazards and report repair/maintenance needs to Facility Manager.
- Is familiar with State of California / Sacramento County Health Codes relating to the operations of a commercial kitchen and ensures compliance at all times.
- Labels, dates and stores all left-over food in accordance with sanitary food handling requirements.
- Maintains professional standards at all times with food preparation and handling, as well as maintains a high level of good housekeeping.
- Follows procedures for dispensing, retrieving, and counting all eating and cooking utensils during and after meal periods.
- Receives and properly stores all deliveries, maintain current inventory on all commodities and stored goods.

Qualifications

- High school diploma or GED required. One year experience as a professional cook in an institution preparing meals for large groups.
- The job of food service manager can be one of long hours and requires a flexible schedule often including early mornings, nights, holidays and weekends.
- Ability to be sensitive to trauma and gender while interacting with clients.
- Must be able to pass a criminal history background screening (Live-Scan); as well as maintain a yearly CPR Certification, First Aid Certification, and Tuberculosis test results.
- Not currently on probation or parole. Must be discharged for at least three years.
- Maintain mandated training requirements for position.
- ServeSafe Food Handler Certification

Organization Description

Saint John's operates the only program of its kind Sacramento County, and is built around an 12 – 18 month curriculum of intensive life skills and vocational training for homeless mothers and children - the most rapidly rising segment of the homeless population nationally. Established in 1985, Saint John's now provides a hand up and out of poverty through a trajectory of services focused on creating self-sufficiency. Included in this continuum are three housing programs, two public restaurants, including catering, and a public child care and development center. The mission of Saint John's Program for Real Change is to unleash the potential of mothers in crisis to improve their quality of life and enrich the lives of their families.

Saint John's Program for Real Change is an equal opportunity employer.

To Apply:

If you meet the qualifications described herein, please submit in your resume/cover letter, and complete the questionnaire using the link provided:

http://hrtogo.agileats.com/CareerPortal/JobDetail.aspx?RequisitionId=12182&SourceId=1307