

Job Description
Senior Services for South Sound

TITLE Food Service Manager, Senior Nutrition Program

STATUS: Hourly

REPORTS TO: Senior Nutrition Program (SNP) Director

JOB DESCRIPTION:

- 50% The Foodservice Manager (FSM) works closely with the SNP administration and kitchen staff and volunteers to ensure that federal SNP and WA food safety code is met. Helps ensure that SNP staff are following their job descriptions. Trains staff and ensures that have the resources and equipment necessary to do their jobs. Fills in for Site Managers and other site kitchen staff as necessary. Trains kitchen staff to purchase food and supplies economically, make wise purchasing choices, and to minimize food waste. Ensures that all meal site meet health inspection/food safety standards. Provides food safety training to kitchen staff and volunteers at the meal site and during monthly SNP staff meetings, informally inspecting kitchens and storage areas during site visits. Helps ensure that Site Managers are completing all required kitchen paperwork, including signing off on menu changes, meal count reports and temperature logs for bulk congregate and home-delivered meals (HDM's). Develops new menus and standardized recipes, approving menu changes and ensuring they are properly documented. Ensures food is beautiful and tasty, while low in fat and sodium. Train kitchen staff and volunteers to gather Participant Information Forms (PIF's) from all congregate clients at first visit. Is aware of the lease agreement at each meal site and ensures that site staff follow the lease. Coordinate with other available community resources serving seniors as necessary. Assists the SNP Director in conducting annual staff evaluations as requested. Helps gather annual congregate client satisfaction survey data. Prepares other reports as required by the agency and funding sources in a timely and accurate manner.
- 30% Assists with catered events, helping to ensure that South Sound Catering is successful. Is a lead person in planning and implementing fund raising events such as Oysterfest. Helps ensure that the event is properly staffed, the food is safe and tasty, and that fund raising profit is maximized.
- 10% Participates in staff meetings. Plans and implements training on food safety and healthy food preparation during in-service education sessions and while doing site visits in kitchens. Ensures that copies of all required personnel documents, including a current food handler card, driver's license and auto insurance, are turned in to SNP administration in a timely manner. Performs other job duties as necessary.

Job Description Summary

January 9, 2019

The Food Service Manager (FSM) works closely with the Nutrition Director/Registered Dietician Nutritionist and Assistant Nutrition Director to train and supervise kitchen staff and volunteers at program sites. Fills in for site kitchen staff as necessary. Oversees purchasing and handling of food and supplies, especially in the area of cost control. Helps maintain a nutrition program that promotes health for our clients. Assists the SNP Director/RD to develop menus. Prepares standardized recipes for menu items. Ensures that congregate sites have annual fire and health inspections. Conducts annual congregate client satisfaction surveys or focus groups. Takes a lead role in planning, organizing and implementing special fundraising events and catered meals. Helps ensure that the atmosphere at meal sites is safe and welcoming to all seniors, guests, staff and volunteers.

MINIMUM QUALIFICATIONS:

- Associates Degree in Culinary Arts, Foodservice Management, or related field required.
- Bachelor's in Foodservice Management preferred.
- Three+ years of commercial cooking and kitchen management experience preferred.
- ServSafe or Certified Food Manager certification required or the ability to obtain certification within 60 days assuming training is available during that time period.
- Experience recruiting, training, and providing job recognition to staff and volunteers.
- Must have reliable transportation, a valid Washington State Driver's License, and current auto insurance that includes job-related activities.
- Must be bondable and receive clearance from Washington State Patrol.
- Must possess or obtain a CPR/AED/First Aid card in one of the following programs.
- Experience with Senior Nutrition Programs or similar services preferred.

KNOWLEDGE AND ABILITIES:

- Ability to communicate effectively orally and in writing.
- Ability to work with individuals of varying socio-economic, cultural, and ethnic backgrounds.
- Ability to recruit, train, and supervise project staff and volunteers.
- Ability to plan, organize, manage programs; evaluate work and delegate work effectively to kitchen staff.
- Ability to interpret and carry out Federal, State, and local program standards.
- Ability to understand and apply the philosophy and mission of the Senior Nutrition Program and Senior Services for South Sound.
- Ability to accurately monitor program expenditures and maintain programs within budget perimeters.
- Ability to help SNP maintain inventory control.
- Ability to use the word processing, database, and spreadsheet software.
- Ability to maintain flexible work hours to accommodate meeting schedules, staff trainings, and other agency-related activities.
- Ability to function as a team member; work independently; use good judgment; manage

time; creativity and flexibility.

- Knowledge of the needs of vulnerable, low-income seniors and services available to seniors.
- Knowledge and experience in maintaining program budgets.
- Knowledge of supervisory techniques and work standards.

POSITIONS WITH SIMILAR RESPONSIBILITIES:

Activity Director and Director of STARS

I acknowledge that the above job description accurately reflects my job responsibilities.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____