

Position: Food Service Manager

Responsible To: Men's Ministry Director

Summary of Position: Utilize a combination of the City Rescue Mission staff, program participants, and volunteers along with City Rescue Mission purchased and donated resources to supervise, schedule, and coordinate the daily operations of the City Rescue Mission Community Kitchen.

Duties and Responsibilities:

- Plan and provide weekly menu based on the available resources.
- Exercise safety procedures with all kitchen personal.
- Maintain correct food storage temperatures.
- Maintain and exercise consistent sanitary procedures.
- Responsible for making all kitchen personal aware of safety and sanitary procedures.
- Maintain inventory and storage of food and supplies.
- Maintain kitchen facilities, storage facilities, and food service equipment.
- Create, implement, and update Food Service Policy and Procedures Manual.
- Maintain working relationships with food service vendors and food donors and maintenance personal.
- Train, schedule, and supervise all food service workers: staff, volunteers, and program participants.
- Delegate responsibilities to food service workers.
- Administer and adhere to the food service budget.
- Supervise and track the ordering and/or donating of food and supplies.
- Lifting as required.
- Share the Gospel of Jesus Christ as opportunities arise with shelter guests, community guests, and volunteers.
- Show the love of Christ to all who come.
- Act as a Christian role model for guests and volunteers
- All other duties as required.

Required Knowledge, Skills, and Abilities:

- Graduate of an accredited culinary school or 5 years' experience in food service management.
- Graduate of PA Servsafe course.
- Must be dependable and responsible.
- Must show genuine love and concern for guests of the City Rescue Mission.
- Must have a Christian testimony.
- Must be an active member of an evangelical church.

- Must be in agreement with the City Rescue Mission Doctrinal Statement.