

Job Description: (Interim) Food Services Manager

Overview:

This is a key managerial position in the ministry of Timberline Ranch, heading up food services, which is one of five departments. The Food Services Manager is responsible for:

1. All of the meals produced at the Ranch (quality, timeliness, health, amounts).
2. The food services staff.
3. The kitchen equipment and supplies.
4. The food services budget.
5. Playing a key role in the ongoing mission of the Ranch.

Duties:

1. Oversee and implement the preparation, serving, and clean-up of meals.
2. Plan healthy menus, using very little in the way of “pre-made” foods.
3. Order food and kitchen supplies.
4. Ensure that all kitchen equipment is well-maintained, clean, and in good repair.
5. Keep within the kitchen budget in ordering food, supplies, equipment, and repairs.
6. Keep waste to a minimum.
7. Be involved in the hiring process of new kitchen staff.
8. Train staff and volunteers in their duties.
9. Schedule staff for their shifts.
10. Ensure the dining hall is clean, tidy, and set up as needed.
11. Ensure that safety standards (e.g. WCB and Foodsafe) and health standards are met and exceeded in the kitchen.
12. Attend leadership meetings and staff meetings.
13. Prepare monthly and annual reports as requested by the Executive Director.
14. Be available for a variety of shifts, including early morning, evening, and weekends.
15. Help out in the overall work and mission of the Ranch as needed.

Qualifications Desired:

1. Post-secondary schooling (preferably a completed degree).
2. Training in food preparation (e.g. a chef school or significant experience in kitchen work).
3. Proficiency in computer skills (for ordering, reports, menus, etc.).
4. Strong interpersonal and communication skills, with the ability to remain calm and kind under pressure.
5. Conscientious and responsible, with demonstrated high standards of ethics and integrity.
6. Self-motivated and able to work extremely well in a diverse team.
7. Safety conscious, with *Food Safe* certification.

8. Ability to multi-task and solve problems.
9. Mission-minded.

Reports to:

Executive Director

Salary:

Negotiable, based on experience and education.

Benefits:

Includes medical and a group insurance plan (after probationary period), plus many perks such as meals and staff events. Housing may be also available (if single).

* This Position has a 6-Month Probationary Period and 3-Month Review *