



JOB DESCRIPTION | DIRECTOR OF FOOD SERVICES

Title: Director of Food Services	Job Classification: Non-Exempt
Reports to: Executive Director	Written: September 12, 2016

General Summary

Responsible for oversight of all food service operations including menu planning, budget, ordering, meal preparation, nutritional analysis, daily kitchen volunteer and delivery coordinator volunteer supervision and training, food safety, and cleaning. Provides support to the Executive Director for communicating and implementing Kitchen Angels mission, goals, and objectives including general community visibility and participation in special events and fundraisers.

Essential Functions and Responsibilities

1. Plans menus for home-delivered meal program, including cost implications
2. Oversees nutritional analysis of all meals, working with a consultant registered dietician, to ensure nutritional standards while maintaining meal “deliciousness”
3. Oversees daily preparation, cooking, packaging, and delivery of meals, including oversight of kitchen volunteers and delivery coordinator volunteers to ensure high-quality service to clients and a positive volunteer experience and the maintenance of standards for prepared foods as established by the New Mexico Environment Department; works with the Volunteer Coordinator to secure substitute volunteers as needed
4. Maintains good working relationship with volunteer base—motivates, inspires, acknowledges, and works to retain kitchen volunteers
5. Conducts inventory control of nonperishable foods, frozen foods, and kitchen supplies to include stock of food delivery and storage containers
6. Coordinates in-kind food donations
7. Maintains electronic and hard copy recipe files
8. Develops procedures, establishes standards, and ensures food safety
9. Provides routine kitchen maintenance—regularly inspects kitchen appliances, storage units, drains, and swamp cooler and alerts the Executive Director to any problems or required repairs; maintains refrigerators and freezers at the proper temperatures and coordinates pest control
10. Coordinates and provides catering support for fund raising and other special events
11. Prepares statistics for monthly, quarterly, and other reports as requested
12. Attends staff meetings and assists in strategic planning and the evaluation of the program
13. Serves as the Safety Official and ensures implementation of the Kitchen Angels Safety Policy for emergency preparedness
14. Represents Kitchen Angels in the community as requested by the Executive Director
15. Maintains positive working relationships with members of the Board
16. Perform other duties as assigned

Job Specifications

Education and Experience:

- Bachelor’s degree or Associate’s Degree in Applied Science in Culinary Arts preferred
- Experience in a non-profit or social service field a plus
- Bilingual preferred, in English and Spanish
- Must have or be willing to acquire within one month the New Mexico SrvSafe Manager Certification



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Skills:

- Ability to work independently, bring a project to completion, and facilitate partnerships
- Attention to detail
- Ability to respond to shifting priorities, manage change, and resolve problems and conflict
- Capacity to work in a team environment
- Capacity to maintain flexibility in daily routing
- Proven ability for public speaking
- Computer skills including Access, Excel, and Word and data reporting
- Strong language and communication skills (written and verbal)

Other Requirements:

- Commitment to Kitchen Angels goals and mission
- Presents a professional and positive image as a representative of Kitchen Angels
- Available and dependable
- Enthusiastic and positive attitude toward helping others
- Must be able to pass criminal record background, motor vehicle and drug/alcohol screenings

Working Conditions:

- Warehouse and commercial kitchen
- Occasional offsite events

Physical Effort Requirements:

- While performing the duties of this job, the employee is regularly required to talk and listen
- The employee is frequently required to reach with hands and arms, climb or balance, lift overhead, and stoop, kneel, crouch, or crawl
- This position requires manual dexterity in combination with eye/hand coordination
- Will have repetitive hand motions, prolonged periods of standing, and occasional periods of sitting
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus
- Must be able to lift and move up to 45 lbs
- The noise level in the work environment is moderate