

Job Description :

Food Service Manager



General Information:

- Department: Food Service
- Reports to: Executive Director
- Category: Exempt
- Description current as of: May 2024

Essential Role: Oversee the kitchen and dining room staff. Develop quality menus for guests, students and staff and create an overall refreshing dining experience. Work with other CBCC leaders as part of the management team in our aim of being a premier destination.

Responsibilities:

- Delegate tasks and coordinate work of the kitchen staff.
- Plan menus, keeping in mind budget and availability of seasonal ingredients.
- Ensure that all food is of excellent quality and served in a timely manner.
- Oversee and advise the dining room supervisor.
- Train and coach current staff and new food service employees.
- Monitor inventory levels and order supplies as needed to maintain efficient operations.
- Stay up to date with industry trends and incorporate new techniques or ingredients into menu offerings.
- Interview and assess applicants for Food Service positions.
- Oversee the negotiation of contracts with key food vendors.
- Develop the annual food service budget.
- Assure compliance with all applicable state and federal laws.
- Coordinate and lead weekly food service meetings with food service staff.
- Participate in regular department, staff and prayer time meetings.
- Serve as part of the CBCC leadership team and weekly management meetings.
- Meet with the executive director weekly or biweekly.
- Enforce safety and sanitation standards in the kitchen.

Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith and purity policy.
- A growing personal relationship with Jesus Christ and a consistent Christian testimony
- At least 2 years of Culinary Management experience in an upscale / fine dining establishment
- Graduate of an accredited culinary program.
- Stable and progressive work history; Strong work ethic
 - Strong knowledge and attention to detail on back of the house operations including staff supervision, inventory controls and food/labor cost, and product quality.

- Excellent written and verbal communication skills.
- Excellent analytical and time management skills.
- Strong computer skills in MS Office, Excel and other online productivity programs/tools.
- At least 21 years of age with the ability to be on our approved driver's list.

Physical Demands:

Sit	4 Consecutive hours	6-8 Total hours per day
Stand/Walk	3 Consecutive hours	2-6 Total hours per day
Employee may alternate between sit/stand <u>as needed</u> .		
<input type="checkbox"/>	Only uses left hand/arm	<input type="checkbox"/> Only uses right hand/arm <input checked="" type="checkbox"/> Uses both hands/arms
	None or N/A*	Occasionally* Frequently* Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Distance objects are carried:	50 yards	
*Key		
Occasionally	Frequently	Continuously
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day	6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day

Employee signature _____ Date _____

HR signature _____ Date _____