

River Mountain

Food Services Manager

Manages River Mountain Retreat Food Services

The Food Service Manager is responsible for food preparation, food ordering, supervising kitchen staff, and keeping food safety and expense records. This role may also serve as a liaison with outside groups, which include third parties using River Mountain facilities for events or gatherings.

This is an hourly position with rate dependent upon experience. Weekend availability required.

Food Service Manager reports to the Executive Director.

Qualifications

- At least one year of experience in food-service management.
- High-school diploma.
- Certified Food Safety Professional (CFSP) Certification.*

Food Preparation

- Preparation of meals for individual guests, groups, staff, meetings, and other.
- Operation of all types of commercial-kitchen equipment, including gas, electrical, and mechanical food-service equipment.

Management of Kitchen and Kitchen Staff

- As growth permits, interview, hire and train kitchen staff as needed.
- Supervise kitchen staff.
- Take disciplinary action as needed, and keep the Executive Director informed of those actions.
- Identify, coordinate, and/or supervise required maintenance or repair of kitchen / dining equipment.
- Maintain temperature records of refrigerator and freezer units.
- Establish and maintain inventory records for food and other supplies.

Menu Planning

- Create menus based on Retreat needs, accounting for variety, number of guests, seasonality, and where food will be consumed.
- Order food and supplies from vendors.
- Adapt menu and dishes, as needed, to meet unique dietary requirements.

Health Department Standards

- Maintain food-preparation and personal-hygiene techniques and standards, based on the strictest

applicable safety codes.

- Maintain food-handling / food-safety certifications.
- Maintain the highest level of safety in the kitchen, with emphasis on proper lifting methods; handling hot items; floor maintenance (i.e., clean, dry, free of obstacles).
- Work with Health Inspector during visits.

Documentation

- Generate monthly food-expense reports to determine food costs and avoid waste.
- Maintain food-purchase records and temperature logs for safety (and for inspection / accreditation purposes).
- Process and submit credits and invoices promptly.
- Process and apply rebates from vendors as soon as available.
- Maintain and promptly update/post (online and/or on paper) a work schedule for all kitchen staff.
- Generate and distribute staff-meeting notes.

Other Job Duties

- Attend health-department, OSHA, ACA or food-service industry-sponsored events or training that would benefit the Retreat and its employees and guests.
- Assist in any tangential duties, as needed.

**River Mountain will help with obtaining, or updating, Certified Food Safety Professional certification.*

River Mountain Retreat provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.