

## **Food Service Manager Job Description**

The Food Service Manager purchases ingredients and prepares simple meals on Friday evenings, Saturday luncheons, and other special occasions. Budgeting, procurement skills, food preparation, supervision of volunteers and part-time employees, and record-keeping of expenses are integral to the position's responsibilities. This position is part-time (20-25 hours per week). Weekend staffing is required.

### **Position responsibilities:**

- Prepares refreshments and occasional meals weekly. Creativity in planning is encouraged. Work within the provided budget.
- Purchases ingredients or prepared foods as required.
- Prepares food independently and with assistance from volunteers and other part-time employees.
- Schedules volunteers and other part-time employees for event preparation, setup, and clean up.
- Maintains kitchen cleanliness and organization.
- Is responsible for the inventory of foods, ingredients, supplies, and equipment required to provide meals as required.
- Maintains accurate and thorough records of expenses and list of vendors
- Updates unit costs as required to remain within the budget
- Supervises volunteers and other part-time employees.
- Works with families to plan events.

**Compensation:** Competitive to commensurate with experience. For more information, please get in touch with [office@bethemeth.org](mailto:office@bethemeth.org).

**Job Type:** Part-time

**Salary:** From \$20.00 per hour

**Benefits:** Paid time off

**Experience level:** No experience needed

**Shift:** Day shift

**Work Location:** In person

**To apply:** Please send your resume in PDF format to [office@bethemeth.org](mailto:office@bethemeth.org).