

Los Angeles Mission, Inc. Job Description

Job Title: Assistant Manager Food Services
Department: Food Services
Reports To: Vice President of Operations
FLSA Status: Regular, Full Time, Exempt
Prepared By: Human Resources Department
Prepared Date: Revised July 2017

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Responsible to maintain a food service program for the Los Angeles Mission by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Ensure proper preparation for all meals. This includes written communication for assigned weekend staff for proper meal pick-up schedules.
- Work with the Warehouse Manager to ensure all food boxes are prepared and ready for distribution.
- Conduct daily inspections of all food service areas, students, volunteers and staff to ensure proper handling, storage and hygiene is being practiced.
- Work directly with the volunteer department. Maintain a well-planned To-Do list for groups of volunteers.
- Oversee a written, preventative kitchen equipment maintenance cycle, documenting any necessary repairs.
- Responsible to work assigned weekends, holidays and special functions with flexible hours.
- Responsible to oversee all work assignments for the food service areas.
- Conduct daily prayer time at beginning of each day, remain available to talk or pray with program men as need arises.
- Evaluates the results of overall Food Services operations regularly.
- Conduct in-house training of cooks, kitchen workers, and dining room workers in proper techniques involved with food service: proper sanitation, hygiene and work habits.
- Ensure that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
- Ensure that all related food service activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Studies and recommends standardized procedures to improve efficiency of workers.
- Assigns duties and provides training for all students under training supervision.
- Assist the Development Department in understanding your area of LAM operations in order to create meaningful and accurate requests for funding that are consistent with your annual budget.

SUPERVISORY RESPONSIBILITIES: Supervises the cooks, providing leadership and direction for the food services programs of the Los Angeles Mission.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associates degree from an accredited college or tech school or 3 to 5 years related experience and/or training, or equivalent combination of education and experience. Bachelor of Arts (B.A.) in Culinary Arts preferred.

TECHNOLOGY SKILLS:

Computer literacy is required. Must minimally be able to operate Microsoft Word, Microsoft Outlook and Excel. The ability to apply basic software application skills for various computer applications and internet-based applications like Paychex Flex Employee/Manager Self Service Portal and Outlook Web Access with ease.. Other business software may be deployed related to job functions and proprietary systems.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current driver's license. Safe Serve Food Preparation and Handling Certificate. Serve Safe instructors Certificate.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit, use hands to finger,

handle, or feel objects, tools, or control, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a disagreeable element such as noise, heat, dust, or cold. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date