



## POSITION DESCRIPTION

**JOB TITLE:** Culinary Services Director  
**PAY TYPE:**  EXEMPT  NON-EXEMPT  
**STATUS:**  FULL-TIME  PART-TIME  
**REPORTS TO:** DIRECTOR OF OPERATIONS

### **JOB SUMMARY**

Responsible for managing the daily food service operations and overall implementation and management of the USDA sponsored Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP). Establish and maintain systems and procedures for ordering, receiving, storing, preparing and serving of food and related products, as well as menu planning and development including any events within the location.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Implement the entire USDA CACFP and SFSP At-risk After School snack, breakfast, and dinner programs at the Union St. Clubhouse. This is to include menu-planning (two-week minimum), record keeping, purchase of food supplies and paper products, budget management, unit pricing, set-up and clean-up. All of the previously stated must be done in accordance with USDA standards as applicable. In addition, must attend training as deemed necessary for the execution of these duties.
- Manage the Union St. kitchen and cafeteria including the daily distribution of snacks, daily clean-up and set-up of the room, daily preparation and distribution of the evening meal and clean-up. In addition, management of the Club's vending machines to include purchase, inventory and stocking is required.
- Collaborate with the Director of Operations to align kitchen operations with the goals of the organization.
- Hire, train and manage kitchen staff to ensure expectations are being met in the following areas including but not limited to; quality standards, productivity, overall job performance, food handling, safety and hygiene requirements, attendance and conduct.
- Maintain kitchen equipment; schedule repairs and additional maintenance as needed.
- Maintain control of the kitchen to ensure that all tasks are carried out efficiently and effectively.
- Ensure complete on-going compliance with CACFP and SFSP regulations and requirements.
- Identify usable products through check of the local Food Bank throughout the week.
- Manage inventory to ensure proper levels of all items are readily available to operate effectively and efficiently.
- Develop, implement and monitor food safety/allergy plan.
- Conduct daily inspections to ensure cleanliness of all items and food service facilities.
- Performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include safety, interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Serve as a positive role model to the members to inspire them to realize their full potential.
- Perform other duties as assigned.

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**JOB QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- High School diploma or equivalent required and Associates degree in Culinary Arts/Food Service preferred or equivalent experience. ServSafe Certification required.
- Minimum 1-3 years’ experience in commercial kitchen management required with CACFP and SFSP preferred but not required.
- Strong ability to understand and interpret federal regulations and implement requirements accordingly.
- Strong ability to develop menus timely and within program requirements.
- Strong time management skills required for smooth operation of all food service schedules.
- Experience working in a youth recreation, summer camp or after school program setting a plus.
- Valid driver’s license required.
- Ability to pass a criminal background screening annually required.
- Ability communicate effectively and persuasively with vendors to negotiate fair pricing on products and services.
- Strong skills in MS Office products including Word, Excel and Outlook.
- Strong knowledge of MS Excel to create and maintain budgets and financials.
- Strong knowledge of MS Word and excellent written communication skills.
- Consistently display strong communication and interpersonal skills in a customer friendly approach.
- Treat members and other employees of the team with respect and in a professional manner at all times.
- Ability to be flexible with base hours as assigned by the Chief Operating Officer to ensure coverage of all open hours of operation of the Union St. Clubhouse and school-based Extensions.
- Ability to be flexible with summer day camp program hours.
- It is understood that the completion of organizational goals may require work beyond the normal work hours throughout the year.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Requires physical skills to meet demands of the job which may include; stooping, kneeling crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motion.
- Use of general office equipment including phones, copiers and computer equipment.
- Job requires some physical work including ability to exert up to 50 lbs. of force occasionally, 30 lbs. regularly, 10 lbs. frequently to move objects.
- Job requires visual acuity to perform activities where seeing job is at or within arm’s reach.
- Job is subject to environmental conditions that are both inside and outside; moderate noise level.

**SIGNATURE**

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_