

Sacred Heart Center  
Job Description for **Food and Supply Manager/Cook**

**Summary of Position:** The Cook/Food and Supply Manager is responsible for all aspects of food service including purchasing, storage, inventory control, menu planning, menu preparation and serving and documenting all meals for the Child Services program clients. The position oversees operations of the food services, including hygiene, meal planning and preparation, snacks, record keeping and all kitchen operations; ensures adherence to nutrition guidelines and all public health regulations regarding food storage and preparation. Also, ensures proper inventory of client supplies and food for all programs.

**Supervisor(s):** Program Director and Director of Programs and Operations or Executive Director

**Qualifications:**

1. Must be at least 21 years of age.
2. Must have a high school diploma or GED.
3. Must pass child abuse/neglect central registry check, criminal background checks and pre-employment drug and TB testing.
4. Must have a valid South Dakota driver's license and telephone.
5. Ability to drive in and out of town as well as ability to meet organization's vehicle fleet policies and ability to drive vehicles from the organization's vehicle fleet.
6. Ability to lift, carry and transport objects weighing up to 40 lbs.
7. Any combination of education, training and experience which demonstrates ability to perform the duties and responsibilities.
8. Ability to understand and maintain personnel and client confidentiality.
9. Ability to pass a safe crisis management course including written and physical skills test and maintain certification in this area.
10. Ability to obtain and maintain safe food handling certification(s).
11. General budgeting skills and proficiency in basic arithmetic.
12. Must be proficient in Microsoft Office Suite including Excel, Word
13. Excellent oral and written communication skills.
14. Maintain a professional appearance and demeanor.

**General Responsibilities:**

*Purchasing, Storage, and Inventory*

1. Requisitions foods and supplies for all programs including regularly scheduled shopping trips which will require out of town travel.
2. Verifies cost, quantity, and quality, of items received.
3. Advises supervisor concerning improper quality/condition of items received.
4. Sets up and ensures proper storage of all items according to prescribed standards.
5. Inventories items according to established system and maintains proper records. Keeps an updated inventory of all food items in the kitchen/pantry and other required supplies.
6. Ensures there is a minimum of two to three week supply of food available.
7. Rotates stock in a timely manner.

*Menu Planning and Meal Preparation*

1. Plans weekly menus implementing USDA nutrition guidelines.
2. Prepares meals and snacks Monday through Friday following approved menu plan.
3. Ensures there are meals and snacks planned, prepped and food available for all weekend meals and snacks following approved menu plan and recipes.
4. Maintains a safe and sanitary kitchen, pantry and storage areas; washes items used for food preparation.
5. Maintains records of meals served, numbers served, recipes, source of items used and all other records as required.
6. Plans and prepares food for organization special events and meetings.

*Cost Control*

1. Ensures quantity of prepared meals corresponds with number of meals served.
2. Responsible for controlling expenditures and food and supply waste or damage.
3. Develop and utilize various vendors and purchasing sources per item costs.

*Equipment*

1. Oversees the use of all kitchen equipment and appliances.
2. Requests repairs and replacement of equipment as needed.
3. Maintains a constant check of conditions of sanitation and safety and makes needed corrections.

*Other*

1. Prepares requests for immediate needs of youth clients, i.e. school meals, school items, allowances, basic needs).
2. Supervise clients/youth care duties as requested or as necessary.
3. Assist with allowance preparation and disbursement for program youth clients.
4. Develops activities for youth clients including nutrition education, food budget management and cooking lessons.
5. Train program staff in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping.
6. Complies with all applicable health and safety regulations and requirements whether established by management or federal, state, or local laws and /or regulations.
7. Attends staff meetings, staffing and required trainings for certifications which will require some out of town travel.
8. Perform other duties as deemed necessary.

The above list of primary responsibilities is not intended to be exhaustive; Sacred Heart Center reserves the right to revise this job description as needed to comply with actual job requirements.