

# Holiday Lake 4-H Educational Center

## Food Service Manager

### Fact Sheet

- \$26,500 Annual salary to be paid on a bi-weekly schedule on Thursdays of pay week. Checks are paid directly by Holiday Lake 4-H Educational Center.
- Benefits include:
  - Annual leave accumulates at a rate of 8 hours per month.
  - Sick leave accumulates at a rate of 10 hours per month. Sick leave may be used for personal sickness or injury or for family sickness according to 4-H Center policy.
  - Paid holidays or compensatory leave for holidays worked.
  - The Center will pay a portion per month for coverage under the 4-H Center Group Health Care Plan.
  - Participation in the 403(B) Retirement and AFLAC programs are available on a voluntary basis.
- Food Service Manager will work at least 40 hours a week. Schedule will depend upon needs of user groups. This is a professional management position, and it is expected that the Food Service Manager will often work beyond the regularly scheduled office hours without additional compensation in order to provide supervision for the food service operation. The Food Service Manager will also be required to work frequent weekends and the work week will vary according to weekend needs. The Food Service Manager is responsible for establishing a work schedule for all food service personnel in order to assure the most efficient operation of the Dining Center. This scheduling is done in consultation with the Center Director.
- Some local travel to purchase food or to arrange for food service related activities will be required as a normal part of the job. Travel reimbursement will be made on a monthly basis by the 4-H Center bookkeeper upon receipt of a travel report form. It is expected that the employee must keep a daily travel log and the employee is responsible for keeping travel within budget limitations. Reimbursement will be made for business travel only according to IRS policy. Travel from home to the Center may not be claimed.
- The Food Service Manager reports directly to the 4-H Center Director.