

Food Service Manager

Job Description

- Hire, train, and supervise cooks and other food service personnel for Holiday Lake 4-H Educational Center.
- Plan well balanced, nutritious menus for all meal service operations and assure safe and sanitary meal preparation and delivery.
- Order, receive, and store food purchases and non-food kitchen and housekeeping supplies for the Center.
- Maintain food service inventories, food production sheets, and other records including USDA records and reports, milk reports, Summer Feeding Program records and reports, and Food Bank records.
- Prepare, administer, and evaluate the food service budget.
- Assure cleanliness, sanitation, and safety of kitchen and dining hall.
- Work with groups to plan appropriate menus and plan and arrange buffet, banquet, meal service and other arrangements.
- Evaluate food service operations and make necessary changes to assure satisfactory food service delivery to clientele.
- Work with the appropriate board committees.
- Assist with preparation of meals when necessary.
- Assist with other 4-H Center duties and activities as arranged with the Center Director.