



JOB POSTING

Position Title: Food Service Manager-Center for Women and Children
Position Type: Full-time salaried, exempt position with benefits
Reports to: Assistant Director of Programs and Operations

Background

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs. Compassionate and substantial residential care is given to almost 500 men and 50 women in need, without consideration of race, economic or religious status at its campus in East Baltimore. HUM provides competitive pay and benefits.

Job Summary

The Food Service Manager-Center for Women and Children will be required to build teams with an approachable management style, leading by example as a role model, exemplifying the core values of the Helping Up Mission, while adhering to the highest standards of culinary professionalism and excellence.

Primary Duties

Program:

- Act as a role model to program clients and help them to adjust to the program & community
- Teach kitchen hygiene, food service, planning, preparation, storage & proper handling to the clients assigned to work therapy in this department
- Leading clients on the daily work crew
- Working with clients to instill a solid work ethic & professionalism
- Complete documentation of individuals who fail to follow departmental procedures

Operations:

- Establish standards for personal performance and customer service
- Ensure food service meets COMAR and Serve Safe certifications
- Oversee, and provide reviews of staff and clients
- Develop resident dining menus to meet dietary standards while providing healthy dietary options
- Managing and ordering all food, non-food, beverage, equipment, and supply inventories
- Scheduling preventative maintenance inspections and repair
- Incorporates daily, weekly, and monthly cleaning schedules

- Maintain budgets, document donations, and provide receipts for review of financial transactions
- Coordinate catering and special events in house and outside of the facilities
- Maintain current food service relationships and form new partnerships in culinary and various other food service industries
- Provide continual education and training for a certified culinary training program
- Ensure workers comply with food safety standards and HACCP regulations in accordance with Baltimore City Health Department guidelines
- Investigate and resolve complaints regarding safety practices, food quality or services
- Implement safety training curriculum
- Implement policies and procedures
- Maintain and establish relationships with donors
- Establish and maintain documentation records of food temperature, date of storage and handling
- Maintain all applicable or required food safety certifications
- Facilitate all holiday food services meals/events
- Other duties as assigned

Job Qualifications

- Exhibit the Core Values of Helping Up Mission, Inc.
- Strong verbal communications skills and demonstrated ability to write clearly
- Strong leadership ability
- Ability to work effectively with individuals from diverse ethnic, cultural, and socioeconomic backgrounds in a fair, supportive and cooperative manner
- Food Safety Certification

Position offers competitive salary with an excellent benefits package. Interested candidates should email their resume and cover letter to businessoffice@helpingup.org Attn: Laura Staroneck.