



POSITION TITLE: Food Service Manager

REPORTS TO: President

POSITION SUMMARY

Responsible for overall operations of Food Service Operations. This includes, but is not limited to, recruiting, training and supervising kitchen staff. Determines appropriate staffing levels for different events. Assures meals are prepared and delivered on time and in acceptable quality and quantity to be approved by the President. Makes reasonable accommodations for dietary concerns of individual members. Responsible for ordering, delivery of, and storage of all supplies and food for the successful operation of the food service department. Attends minimum of two winter camps, travels when necessary for training and coverage. Supplies schedules and menus to Administration for approval. Must conform with the Spartans Background Check policy

Duties and Responsibilities

- Create meal plan for each event and arrange for the prepping, cooking, and serving of 4 meals a day, ensuring the performers are receiving the proper nutrition for their rigorous physical activity.
- Inventory management on the kitchen truck including maximizing storage space.
- Oversee food ordering and arranging for delivery / pick up orders from approved vendors.
- Recruit, train, and schedule volunteers to appropriately staff each event.
- Keep kitchen clean and organized.
- Report expenses and monitor MTD actuals to budget.
- Responsible for the final unloading and cleaning of the kitchen truck when it returns to Nashua after the season.

EDUCATION AND/OR EXPERIENCE

- Cafeteria style food preparation experience preferred
- Serve Safe Certification or able to obtain