



Job /Title: Food Service Manager
Department: Food Service (Deli, Kitchen, Cheese, Meat, and Fish)
Reports to: Operations Manager
FLSA Status: Non-Exempt

Do you have solid with experience in natural foods, retail, or a strong desire to learn. If you love to serve your community and would like to share that love at Lovettsville, we may have a spot for you.

Lovettsville Food Co-op is looking for a Food Service Manager:

Are you a chef that wants to contribute to the community by using local foods in the items you prepare? Are you driven and motivated by a challenge? Do you thrive on empowering others in providing excellent customer service in friendly and cooperative environment? Do you believe you can make impact with health recipes and foods.

Then Lovettsville Food Cooperative wants you as its next **Food Service Manager!!** We are seeking a proven leader who appreciates providing an inviting and welcoming experience to customers that desire healthier and local food choices.

The **Food Service Manager** is responsible and accountable for all kitchen functions including food purchasing, production planning, sanitation and cleanliness, preparation, portion and cost control, and staff training. The Food Service Manager also ensures observance of food safety, food quality, recipe adherence, and enforcing of established principals, code of conduct, and other policies as outlined by the department and the Co-op.

Some of the essential duties and responsibilities include:

- Ensure that all food and products are consistently prepared and served according to established recipes, portioning, cooking, and serving standards.
- Ensure that all products are ordered according to predetermined product specifications and received in correct unit count, weight, and condition, and all deliveries are performed in accordance with the kitchen's receiving policies and procedures.
- Prepare labor scheduling as required by projected business activity while ensuring that all positions are staffed as needed and labor cost objectives are met.
- Assist GM in personnel decisions including interviewing, hiring, evaluating and corrective actions for kitchen personnel as appropriate.
- Ensure that all equipment is kept clean and in excellent working condition through personal inspection, and by following the kitchen's preventative maintenance programs. Contact equipment service providers as needed.
- Oversee and train kitchen and meat/fish personnel in cleanliness and sanitation practices, and maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment, and food storage areas.

- Fill in where needed to ensure guest service standards and efficient operations.

Some qualifications of the Food Service Manager are:

- A minimum of two-year's experience in varied kitchen positions or equivalent experience
- At least six months experience in a similar supervisory capacity
- Excellent staff development skills and a love for teaching and mentoring
- Experience with systems for purchasing, inventory, production, and cost controls
- Basic office and computer skills with common programs (Microsoft Office)
- Be able to reach, bend, stoop and frequently lift up to 50 pounds
- Be able to work in a standing position for long periods of time as needed

Lovettsville Food Coop is dedicated to **Diversity, Equity, and Inclusion** initiatives from hiring to our business practices.