

**JOB OPENING (JOB CODE: HS004)**

[JOB TITLE:] Food Services Manager

[SALARY BASE:] \$11.79/Hour

[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Lexington & Mt. Vernon

[STATUS:] Full Time

[TERM:] Regular & Temporary

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] \*See Summary

[JOB TYPE:] Internal/External

**[SUMMARY:]**

**\*1 Regular (on-going) full time position available.**

**\*1 Temporary (seasonal) full time positions available.**

Under the general supervision of the Center Manager, is responsible for preparation of nutritious meals for children and staff, who are authorized to eat with children during meal time, in accordance with the nutrition program guidelines, UMOS Work Plan (The Model), the Child and Adult Care Food Program (CACFP) and/or the Summer Food Service Program (SFSP). The food service manager is also responsible for record keeping and reporting requirements that includes documentation of food preparations, meal disbursements and food discarded as waste in accordance to USDA guidelines. Ensure that delivery of services will be based on the principles of the Parent Family Community Engagement (PFCE) Framework and Child Development Early Learning Outcomes Framework (CDELOF).

**[JOB DUTIES:]**

1. Prepare nutritious meals for breakfast, lunch, supplemental snacks and other meals through Family Style Meal in accordance with the approved menu with standardized recipes and ensures that correct portions are served with appropriately sized tableware to each child as per age group.
2. Responsible for cleaning and sanitizing all equipment, food storage areas and kitchen in accordance with state licensing codes, USDA guidelines and UMOS Sanitary program guidelines.
3. Utilize working knowledge of appropriate practice for handling & storing food, weighing and measuring food, quantity cooking, and maintaining appropriate documentation.
4. Implement UMOS system of equipment inventory and disposition at the beginning and end of the season and UMOS purchasing and inventory system for requisition of food and nonfood items, and ensure adequate supplies are maintained in the kitchen on an ongoing basis.
5. Maintain food service records to include daily meal count, food usage reports, and substitution lists.
6. Operate and maintain commercial food service equipment in accordance to the operating manual.
7. Implement special diet changes to address children's special dietary needs in accordance with physician or dietician's orders and/or as delineated in a child's IFSP/IEP.
8. Purchases food and non-food items weekly for meals which may have some travel requirements.
9. May need to purchase materials and food items needed for classroom nutritional activities and ensure proper documentation of activity when utilized as a supplemental snack.
10. Participate in training for basic meal and special diets preparation in accordance to IFSP/IEP and in-house staffing goals in working with children with specific dietary concerns.
11. Report suspected child abuse and neglect in accordance to state law and UMOS policies and procedures.
12. Provide support or T/TA to other locations with some travel requirements.
13. As part of the PFCEF, support parent engagement efforts through meal preparation for parent/community activities such as parent meetings, open houses, fatherhood activities.
14. Perform other duties as assigned.

**[QUALIFICATIONS:]**

1. Be at least 18 years of age.
2. Be able to read and write.
3. Minimum of one-year food service experience.
4. Knowledge of proper methods of storing foods, using basic food service equipment, and quantity cooking.
5. Must have reliable car and/or valid driver's license and adequate insurance.
6. Ability to work irregular and/or flexible hours.
7. GED and/or high school diploma, preferred.

## **CONDITIONS OF EMPLOYMENT**

Employment with UMOS is contingent upon successful completion of a criminal background check prior to starting. In accordance with licensing regulation, must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment. Must complete approved Shaken Baby Training prior to working with children, Fire Extinguisher Training, Infant/Child CPR and First Aid within 30 days. Position requires occasional pushing of heavy carts, handling containers of hot foods, bending, reaching, and standing long hours. Complete 4-hour course in kitchen sanitation, food handling and nutrition prior to assuming kitchen duties; renewed annually. Become certified as a ServSafe Food Manager within the third season. Employee must be able to lift 40 pounds.

## **WORK ENVIRONMENT**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to drive; 3) frequently exposed to moderate temperature generally encountered in a controlled temperature environment

**Tools & Equipment Used:** a) phones, b) fax machine, copy machine, calculator; c) first aid equipment, fire extinguisher, fire suppression system; d) commercial stove, refrigerator/freezer, dishwasher; e) blenders, food scales, sharp knives. Usage varies by position

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*Equal Opportunity Affirmative Action Employer*

**03/20/2019**