



Job Description

Position Title **Food Program Manager**

Reports To **Director of Operations**

FLSA Status **Exempt**

Supervises **Seasonal Food Program**

Date Prepared **October 21, 2021**

Mission

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social, and spiritual living and to make a positive difference in their communities and in the wider world.

Position Purpose

The Food Program Manager is a year-round position, responsible for planning, developing, and implementing balanced, nutritional menus for site programs. The Food Program Manager successfully addresses dietary and allergen-restriction needs while looking outward to best address global food issues.

Commitment to Equity and Inclusion

The American Youth Foundation enthusiastically welcomes staff and participants with diverse backgrounds, experiences, and identities. AYF seeks to continually assess our practices through a broad lens of cultural competency and is committed to taking action and changing for the better of all. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally, and all are highly encouraged to apply.

Essential Functions

Management

- Strive to provide the highest level of service and professionalism to campers, clients, and AYF staff.
- Manage the hiring, training, and direct supervision of food program staff, ensuring they maintain the highest standards for food safety, cleanliness of kitchen areas, and food program equipment.
- Serve as shift manager, including supervising staff and assuring food quality and quantity during food production and service.
- Schedule employees for food preparation, service, and cleaning according to programmatic needs.
- Enforce ACA and state sanitation standards/regulations in kitchens, dining halls, and dish rooms.
- Review and submit employee biweekly timesheets to Finance Manager.
- Attend AYF staff meetings and facilitate Miniwanca food program meetings.

Planning and Budgeting

- Prepare all program menus, including appropriate special dietary options that limit potential for incidental allergen exposure.
- Develop and manage food program budget, maintaining accurate record-keeping practices.
- Provide enough quality food through proficient purchasing and inventory rotation practices while limited food waste.
- Keep inventory of all kitchens, dining and dish room supplies.
- Responsible for seasonal opening and closing procedures for all kitchen areas. Consolidate freezer and cooler use to conserve electrical and propane costs.
- Other duties as assigned by supervisor.

Reasonable accommodations may be made to enable a range of abilities to perform the essential functions.

Required Analytical/Interpersonal Skills

- Strong organizational skills including attention to detail and deadline management
- Innovative problem solving while maintaining safety and sanitation
- Flexibility and adaptability to support seasonal staff needs
- Willingness to expand knowledge and responsibilities
- Effective written and verbal communication skills.

Preferred Minimum Education, Experience and/or Certification

- Associate degree or equivalent experience and education required
- 3-5 years meal planning and food service facility support experience, including dietary meal planning and production
- Knowledge of sanitation and cleaning systems, kitchen tools, and equipment
- ServSafe Manager certification
- Experience supervising two or more employees
- Computer literacy required, particularly experience with Microsoft Office
- Experience working in a youth-focused environment

Physical Demands

- Must be able to walk significant distances, lift and/or move up to 50 pounds, stand for significant amounts of time, and work a considerable amount with one's hands.
- Use food preparation utensils and machines, including industrial ovens, grills, stoves, slicers and grinders and other commercial kitchen equipment.
- Use general cleaning equipment and cleaning materials.

Work Environment

- Primarily indoor and seasonal outdoor environments. Attire is business casual, appropriate for setting.
- Outside of peak program season (May through August), hours are generally Monday through Friday from 8:30 a.m. to 4:30 p.m.
- During peak program season, the Food Program Manager and their family will have the ability to live onsite to accommodate a six-day workweek with evening duty.
- Occasional travel as needed for meetings and site visits.

Benefits

Competitive salary and benefits package are available, including:

- Health, dental, and vision insurance
- Retirement package
- Housing accommodations for staff and family during periods when living onsite is required
- Program tuition discounts for staff dependents

Nondiscrimination

Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of merit and / or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familiar status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.

To Apply

Please send a resume to Miniwanca Director of Operations Griffin Vogler at gvogler@ayf.com.