

FOCUS Martha's Vineyard Food Service Manager

Job Description

Essential Duties:

- **Operation and maintenance of all food service-related equipment.**
 - Ensure high quality standards are maintained regarding cleanliness and overall appearance of the various kitchen and dining room equipment, structures and areas. This will entail the use and/or development of training manuals and training seminars to train staff in the correct cleaning procedures outlined by the Department of standards. There may be exposure to cleaning chemicals when training staff in the proper cleaning methods.
 - Remain current concerning the use of new procedures and equipment within the food service industry.

- **Operation of the kitchen and dining hall systems.**
 - Embrace a commitment to uphold the standards adopted by the Properties department and listed in the FOCUS Food Service Procedures Manual.
 - Minimize waste and encourage recycling by developing a recycling program. Train the Food Service staff how to properly save and reuse leftovers.
 - Purchase food, paper, chemicals and equipment while maintaining inventory control. Administrate all food cost tracking procedures. May be required to lift materials weighing 60 pounds waist high to stock shelves.
 - Maintain Sanitation Standards as outlined by the Health Department.

- **Train volunteers, Vineyard Staff and other staff.**
 - Maintain a current training matrix for all staff working within the Food Service department. Train staff according to set methods and systems.

- **Menu development.**
 - Plan, develop and evaluate the menu with healthy dietary criteria in mind.
 - Must perform calculations to determine proportions and measurements.

Working Conditions:

- May be required to lift materials weighing 60 pounds waist high.
- May be exposed to cleaning chemicals when following proper cleaning methods.