



HEALTHY CHESAPEAKE @ FORKIDS Assistant Food Service Manager

Qualified applicants should submit a cover letter and resume to info@healthychesapeake.org. No phone calls, please.

OVERVIEW

Join our team at Healthy Chesapeake and make a difference in the lives of children and families in need in the role of Assistant Food Service Manager, at our production kitchen at ForKids Inc.

In partnership with ForKids, family homeless shelter, Healthy Chesapeake supports the combined mission of reducing food insecurity, developing food literacy, nutrition education and increasing healthy food access through the Healthy Chef program. Children and families receive nutritious meals and snacks to help support daily nourishment and healing while families are experiencing difficult life transitions. Our focus is delivering healthy, delicious comfort food to promote healing and overall, wellbeing. We are seeking an individual to help support the success of these programs, who is like-minded with a strong skill set, organized, and wants to help make a difference in the lives of children and families in need.

The Assistant Food Service Manager role is to directly support and maintain kitchen operations in collaboration with the Program Manager and kitchen staff. Responsibilities include food prep/cooking as needed, developing daily and weekly production sheets, inventory management and organization, assist in budget and food cost control, maintaining safety, sanitation records and cleaning schedules, assist in staff trainings as needed, direct volunteer management and support, managing kitchen calendars, occasional event planning, catering prep/planning, monthly cooking class prep/assistance, monthly meal kit prep/packaging, vendor and foodbank support including ordering, scheduling, organizing, fulfilling pickups weekly or biweekly, strong communication and public relations skills, and ensuring the delivery of nutritious and delicious meals to the children and families we serve in direct coordination with our Healthy Chesapeake leadership team.

JOB DESCRIPTION

- Promote health & safety in the workplace ensuring all food safety, sanitation and health regulations are met daily by all staff members and volunteers, upholding, and enforcing these regulations by maintaining a clean and organized kitchen environment. Assist all staff to be successful in these standards.
- Assist Chef in training and supervising kitchen staff, focusing on how to properly accept food deliveries, stock deliveries FIFO, proper equipment use, safety training, proper sanitation and cleaning duties, ensuring proper food safety is understood and executed at all times, front of the house duties, guiding how to work with partners and volunteers.
- Collaborate with the Chef to maintain inventory levels and coordinate with suppliers to ensure the availability of fresh ingredients.

- Support the Chef in developing and implementing creative and healthy menu options tailored to meet the nutritional needs of children, considering dietary restrictions and allergies.
- Responsible for developing and posting weekly production lists and cleaning schedules for all staff in direct collaboration with Chef and reviewing with program manager to execute these plans clearly and efficiently with staff.
- Assist in supervising kitchen staff members to ensure smooth workflow, adherence to culinary standards and production, and consistent meal quality.
- Assist in developing, planning, coordinating, and executing events and special initiatives in collaboration with Healthy Chesapeake and/or ForKids organizations staff leadership teams, and any of their partners (gardens, meal kits, classes, etc.)
- Assist in managing all aspects of kitchen operations, including food preparation, menu planning, meal service, budget control, managing kitchen calendars, programming execution, food delivery management, vendor and foodbank support including ordering, scheduling, organizing, fulfilling pickups weekly or biweekly, and other duties as required.
- Conduct weekly briefings with Chef to develop production schedules, discuss weekly calendar commitments, caterings, events, ForKids Education department changes, ForKids Suffolk meal delivery, family shelter intake and exit sheet updates, Hotel family meal delivery needs, cooking classes, meal kits, Remediation department needs; discuss inventory, vendor orders and schedules (including foodbank), and any food cost concerns.
- Clear, respectful communication and collaboration with all staff, volunteers and partners is vital to everyone's success.
- Participate in monitoring and maintaining kitchen equipment, ensuring proper functioning and safety, reporting major areas of concern Chef or directly to ForKids Facility staff.
- Manage volunteer relationships, oversee volunteer duties and training.
- Work with Program Manager and Chef to develop staff shift schedules, cost reports, inventory tracking, kitchen supply purchasing while maintaining budgetary requirements.

QUALIFICATIONS

- Previous experience in kitchen management or supervisory role within a professional kitchen environment.
- Experience working with children and sensitive populations.
- Substantial culinary skills and knowledge of food preparation techniques, catering/event experience, and understanding of allergies, nutrition & flavor profiles for menu development.
- Proficiency in using Microsoft Office including excel spreadsheets and google docs. Managing and organizing emails, using email etiquette, and using email to communicate effectively with colleagues, clients, and customers
- Experience with managing a budget and maintaining food cost control.
- ServSafe Manager certification recommended; State Food Safety certification accepted. Full understanding of food safety and sanitation regulations, with the ability to enforce them effectively.
- Strong leadership and communication skills to assist in managing and motivating a team. Clear communication skills and experience maintaining positive vendor relationships.
- Strong organizational and time management skills with the ability to delegate tasks and assist in handling multiple duties and deadlines.
- Flexibility to work daytime and evening shifts M-F, between the hours of 8am- 7:30pm. No weekends and no holidays. Summer and school year hours vary.
- References and background check are required.