

BAY AREA TURNING POINT, INC. JOB DESCRIPTION

PROGRAM: Shelter
REPORTS TO: Operations Director

TITLE: Food Services Program Coordinator
FLSA Status: Salaried

HOURS: 40 hours per week

Typical Schedule: Tuesday - Saturday (11 am – 7:00 pm); Scheduled times and days working at the shelter to ensure proper food storage and cleanliness of the kitchen; Mandatory meeting 2nd Tuesday (8:45 am – 10:45 am), all staff meetings quarterly typically on Fridays (11am – 3 pm) and with flexibility in schedule to meet the program needs.

SUMMARY DESCRIPTION OF POSITION:

Oversee and manage all aspects of the shelter food services program, including preparing reports, menu planning, purchasing, food preparation, proper storage of food, food services staff, volunteers, and clients working in the kitchen. Ensure program operates in compliance with state health regulations and grant requirements.

ESSENTIAL FUNCTIONS:

- Manage all aspects of the food program
- Working with the Cook to ensure food preparation and clean up is completed
- Completion of monthly meal and snack menus
- Conduct trainings for staff on proper food storage, food serving and preparation
- Oversee cleanliness, organization of kitchen, cooler, freezers, and food storage areas
- Plan for and purchase food for food services program to include utilizing current inventory and creating a grocery list to support daily menus
- Ensure safety standards are maintained while food is being cooked
- Maintain inventory of food
- Assist with the coordination of food drive preparation
- Ensure agency inspections (food bank, health inspections, City of Houston) and licensing are current and maintained
- Ensure the agency remains in compliance of the annual food budget

RESPONSIBILITIES:

- Train the cook and Resident Advocates on all aspects of the food program
- Complete kitchen orientation with all staff, volunteers and clients
- Create and plan menus and ensure that the items prepared meet the basic food group components, utilizing current inventory by the first in/first out process
- Maintain a binder of recipes for meals served (casseroles, special dishes, etc.)
- Conduct Civil Rights Training Annually
- Create and maintain relationship with Houston Food Bank (HFB), shopping on a regular basis through the HFB
- Oversee proper storage of food donations, (sort and put away)
- Maintain orderly food storage area: pantries, coolers, and freezers
- Ensure food is pulled and ready to be utilized for all meals
- Oversee that all kitchen equipment is maintained and working properly. Submit maintenance requests for kitchen repairs to include the building (light bulbs, ceiling tiles, etc.) and equipment
- Report safety concerns to supervisor immediately.
- Assure proper temperature and methods of food storage to include recording freezer/refrigerator temperatures daily (3x) and keeping freezer/refrigerator organized and defrosted.
- Coordination of Food Drive to include; oversight of restocking the pantry, sorting the food, supervising the pantry volunteers, and clean up
- Other duties as assigned

SUPERVISION:

- Oversee volunteers assigned to work in the kitchen and pantry
- Supervise the Cook

REQUIREMENTS/QUALIFICATIONS:

- Proficient on computer programs (Outlook, Excel, Word and OSNIUM database) used by the agency
- Strong Clerical Skills – ability to create and maintain excel spreadsheets, data entry, scheduling skills
- Organizational capability and leadership qualities.
- Attention to detail and accuracy in record keeping
- Required completion of Food Handlers Certification within 2 weeks of hire
- Required completion of Food Services Manager’s Certification within 60 days of hire
- Ability to communicate effectively
- Ability to lift/carry/move a minimum of 40 lbs. for an extended distance
- Must have a clean driving record and be insurable by the agency’s carrier
- Must provide and maintain valid personal automobile insurance.
- Must have at least 2 years of verifiable driving experience.

By signing below, I verify that I have read the job description of the Food Services Program Coordinator and agree that the elements, tasks, responsibilities and expectations of the position with Bay Area Turning Point, Inc. I understand that adherence to agency policies and procedures is a mandatory component of this job description. This job description is not all inclusive and the agency reserves the rights to change it without notice.

Signature of Employee

Date

Signature of Supervisor

Date