



## **Food Service Manager**

**Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter is waiting for you! Since 1901, The Children's Shelter has touched countless lives and every year, serves over 4,000 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.**

The Food Service Manager is responsible for creating healthy, inclusive meals for residents staying at the Glenda Woods and Whataburger Center for Children and Youth emergency shelter campuses. Position oversees all aspects and day-to-day operation of food and food service at the shelters including shopping and meal preparation. Supervises all food service staff at both campuses. Ensures the cleanliness/sanitation of two kitchens and two dining rooms in compliance with The Children's Shelter, National School Lunch Program, San Antonio Food Bank, and applicable local, state licensing/health department standards. Operates food services in a Trauma-Informed manner.

### **Responsibilities Include:**

- Ensures day-to-day operation of the Glenda Woods kitchen to include scheduling cooks: ensures cleanliness/sanitation of the kitchen and dining room is in compliance with applicable health standards.
- Follows established Food Safety Plan procedures (proper food handling, monitoring of procedures and record keeping) for preparation and service of meals that reduces the risk of food-borne illness (Hazard Critical Control Points [HACCP] system).
- Manages all regular reporting and meal counts to National School Lunch Program, Region 20, SA Food Bank and other.
- Ensures and maintains equipment used in the kitchens remain in compliance with operational manuals and health standards.
- Schedules cooks at Glenda Woods and Whataburger Center for Children and Youth campuses on a daily basis to work designated shifts in the kitchen ensuring adequate coverage for food preparation 6:00am—7:00pm seven days a week.
- Menu planning and meal preparation for breakfast, lunch, dinner and snacks. Will serve up to 93 residents per day plus direct care staff assigned to residents.
- Prepares nutritious meals in accordance with the National School Lunch & Breakfast program; serves three meals and at least two snacks daily for the residents residing in the residential programs.
- Prepares meals for specific residents in accordance with a medical directed diet.
- Orders food and other kitchen supplies to prepare meals in accordance with the prescribed menu; orders only the amount of food needed at the time to carry out the feeding pattern dictated by the menu or special order requests.
- Receipts for food deliveries/supplies ensuring invoices are correct; provides signed invoices to the Chief Operating Officer for payment.
- Supervises and ensures proper storage of all food supplies; secured to prevent pilfering.

### **Requirements:**

- Bachelor's preferred, but must have a high school diploma with five year's experience.
- On-the-job residential kitchen experience preferred.
- Culinary School preferred.
- Knowledge of or willing to learn about trauma informed care.
- Knowledge of federal food programs and ability to maintain program standards.
- Ability to collaborate with outside agencies, community partners and volunteer groups.
- Ability to write coherently, use complex addition/subtraction/division without assistance, speak coherently and understand directions and requirements from Supervisor
- Ability to maintain a neat and clean environment.
- Recent supervisory experience.
- Knowledgeable of the National School Lunch & Breakfast Program.

- Ability to engage and communicate effectively with persons from diverse cultures, and communities, as well as from different groups, including children, their parents, agency colleagues, support staff members, supervisors, administrators; good public presence.
- Willingness and ability to work effectively with co-workers (teamwork).
- Effective time management skills; ability to organize work.
- Mature judgment and an ability to act in an independent, responsible manner in all matters relating to food preparation and sanitation.
- Current food handlers permit issued by the San Antonio City Health Department required as condition of employment and continuous employment

*The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.*

You can apply on-line by visiting our website [www.chshel.org](http://www.chshel.org) or in person at:

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Monday-Friday 8am-5pm