

# Food Service Director

## About the job

*The goal of the Springfield Rescue Mission since 1892, is to meet the physical and spiritual needs of the hungry, homeless, addicted and less fortunate by Bringing Hope and Light to the Community, sharing the love of Christ and helping them to apply the word of God to every area of their lives. In just the last year, thanks to the generous support of this community, SRM has served over 77,800 meals in our dining halls and delivered over 10,000 meals through Operation SONshine. All these services and many more are provided free of charge for those God leads to our door. With plans for continued growth in services to reach even more people in need, the Springfield Rescue Mission is seeking a highly motivated and driven leader to direct the daily operations of a growing full-service kitchen as their Director of Food Services.*

*The Director of Food Services will report to the Chief of Staff and direct the overall operation of the facilities' food services program. They will be responsible for developing innovative menus based on current resources and anticipated donations for supplies and ingredients, monitoring food safety and sanitation standards, and managing a team of kitchen staff, residents, and volunteers. The candidate will also be responsible for maintaining and developing relationships with donors and vendors of the Springfield Rescue Mission. The successful candidate must have excellent organizational and communication skills and the ability to handle multiple tasks with efficiency and accuracy.*

### Food Service Director Duties and Responsibilities

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Passionately share the Christ-centered mission and vision of SRM with volunteers, guests, and the public.
- Adhere to all public health and safety regulations related to food storage and preparation to meet Serv Safe standards and MA sanitation requirements.
- Supervise, train, and schedule all personnel, volunteers, and residents assigned; fostering an atmosphere of professional growth through ongoing supervision and evaluation of team members and by providing training and feedback as needed.
- Responsible for the operation and maintenance of all food service equipment and supplies.
- Work with the Director of Operations and Vehicle Driver to coordinate food pickup and delivery times and driver assignments.
- Collaborate with cross-functional teams to develop plans for moderate to large-scale events.
- Direct the cultivation and establishment of a broad range of vendor, church, and donor relationships, generating consistent food and supply resources for the kitchen.
- Assist with the management of a budget to maximize profits and meet annual goals.
- Create and monitor inventory lists and levels to ensure the kitchen has sufficient supplies to meet the needs of those it serves.
- Develop menus, manage ingredients and supplies, and monitor daily records of meals prepared, and food boxes distributed in-house and throughout the community.
- Receive all food donations and record all gift-in-kind donations (food and equipment) and volunteer support, daily, for Mission's annual auditing process.
- Provide monthly reports on all activities.
- Promote public awareness of ministry programming/events.

- Participate in staff meetings, seminars, workshops, and conventions as assigned.
- Other duties as situations require or are assigned.

### **Food Service Director Requirements and Qualifications**

- Maintains a personal relationship with Jesus Christ as expressed by personal testimony and Christ-like attitude shown in all interactions. (Rom. 10:9; Gal. 2:20; Titus 3:3-7)
- Agree with, and adhere to, the “Statement of Faith” and policies of the Springfield Rescue Mission.
- Bachelor’s degree in food service management or related field.
- 5+ years of experience in a food service management role.
- CPR Certified or will obtain certification within 1 year of the starting date of employment and maintain that certification.
- Be physically able to lift up to 40lbs with or without assistance.
- Serv Safe Food Manager Certification.
- Knowledge of food safety and sanitation regulations and standards.
- Excellent organizational and communication skills.
- Able to multitask and handle multiple projects simultaneously.
- Strong leadership and coaching skills.
- Proficient in Microsoft Office applications.

**Working Environment:** In person

### ***What we offer***

- A compassionate team that is “inspiring hope and promoting healing” in Jesus’ name.
- Generous paid time off, excellent healthcare coverage, and more.
- Spiritual growth through daily devotional and prayer groups.