

Organization: **Youth & Family Services (YFS)**

Department: **Nutrition**

Position: **Food Service Supervisor**

Status: **Full-Time**

Reports to: **Nutrition Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **35**

Non-smoking work environment. Wage DOEQ. E.O.E.

We are seeking a Cook/Food Service Supervisor to prepare meals and to serve meals children. The hired individual will prepare meals for breakfast, lunch, and snack. Food preparation duties include preparing entrees, fruits and vegetables, breads including scratch cooking. The position supervisors a parttime cook. The position will prepare foods for preschoolers. Meal pattern follows the USDA/Child and Adult Care Food Program and the Summer Food Service Program guidelines and standards. As a minimum requirement, you must be 18 years of age and have food preparation experience and be able to comply with any state food health requirements. Experience in quantity food preparation and inventory control is preferred. Position requires high school diploma or GED.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: High School diploma or GED required. One to two years' experience in supervision, cooking and planning meals in large quantities is desired. Experience in school food service is desirable. Must have effective communication skills and be able to interact with other employees and the public in a professional manner. Must possess good customer service skills. Computer experience in Word and Excel. Ability to multitask and work in a fast-paced environment. Ability to maintain confidentiality. Current vehicle liability insurance and a valid driver's license required.

Essential Functions:

- Oversee day-to-day site kitchen operations, meeting the on-site and off-site nutritional and schedule requirements of the site-specific programs and meetings.
- Ensure compliance with the guidelines and regulations of Child and Adult Care Food Program (CACFP), Summer Food Service Program, Head Start Performance Standards, Health Department, Fire Department, and agency policies and procedures.
- Provide food service direction, task supervision, staff training, and scheduling of nutrition site staff, as applicable.
- Submit timesheets of nutrition site staff to Nutrition Director on a timely basis.
- Responsible to ensure meal service is provided in accordance with respective guidelines and regulations: meals are served on time, proper planned numbers are prepared, and special diets are provided to children when needed.
- Provide leadership and assistance with agency meetings, events and activities at the assigned site. Examples include but are not limited to Diamonds and Denim Dinner Theatre, Board Appreciation Holiday Luncheon, Valentine Cookie Project, Policy Council and Parent Association, off-site meals, Annual Meeting, Board and committee meetings, and service club meals.
- Keep Nutrition Director informed of concerns and successes related to site kitchen operations and staff performance, as applicable.

- Assist Nutrition Director to evaluate job performance of nutrition site staff, as applicable, and to take necessary action to ensure quality work.
- Oversee inventory and procurement of foods for designated site and engage in reviewing the food costs.
- Maintain documentation of all records pertaining to the food services operations such as accurate recordkeeping, utilizing the Production and Invoice Program, securing up-to-date planned meal attendance, understanding the special diets, maintaining the temperature charts, etc.
- Follow the manufacture's guidelines on equipment usage and maintenance and report malfunctions of equipment to Nutrition Director and Maintenance Staff for repairs, as needed.
- Maintain proper sanitation practices, including laundering of towels and aprons and proper cleaning of all equipment.
- Incorporate volunteers at the site to support food production, serving, and cleaning through scheduling, training, and effectively using their skills.

Additional Functions: Work cooperatively with all staff, agency programs, children, parents, and community groups and maintain confidentiality and respect for all individuals and cultures. Attend all staff meetings and trainings for the purpose of staff coordination, input, morale building, and general information sharing. Assist in securing the non-federal match as required. May work an occasional evening or Saturday. Perform additional duties as assigned by supervisor. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS.

Environmental Functions: Employee must be aware of potential environmental problems such as working with chemicals, high heat temperatures and must follow safety procedures. Significant standing, walking, carrying, bending, kneeling, pushing, and pulling. Must regularly lift 25 pounds and occasionally lift up to 50 pounds.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!