

LIFESCAPE COMMUNITY SERVICES/COMMUNITY KITCHEN, INC.
Job Description

Position: Assistant Director/Nutrition Department

Reports to: Nutrition Director

Salary: \$40,000-50,000

Position Type: FT

FLSA: Exempt

Location: Rockford

Date Posted: 06/08/ 2020

Supervision Exercised: YES

Job Summary: The Assistant Director for Nutrition Services will have co-responsibility for the overall programmatic operation of all nutrition programs and services of Lifescape and Community Kitchen. They must be able to positively relate to clients, volunteers, funding's, monitoring sources, and the community. Good organization, writing and people skills are essential in this position.

Essential Duties and Responsibilities include the following. Related duties may be assigned.

Responsibilities

- Assist with supervising and evaluating employees in fair and consistent manner and in compliance with agency policies, funding, state and federal requirements.
- Assist in developing, conducting, and maintaining in-house training for all appropriate personnel to ensure agency compliance with all funding, state and federal guidelines in service provision.
- Become and remain fully knowledgeable of all guidelines, rules or standards governing the provision of nutrition services.
- Monitor service provision levels against projections to ensure projected service levels are met.
- Must be able to maintain client and other files as required by funding bodies and state and federal guidelines.
- Coordinate and facilitate appropriate training and health screening requirements of funding bodies and state and federal guidelines and mandates.
- Ensure availability of supplies and food or approved substitutions in adequate time for preparation.
- Comply with established sanitation standards, personal hygiene, and health standards.
- Ensures that food is properly and safely stored, including labeling and dating.
- Assist in development of long and short-term food service strategies.

Essential Functions:

- Strong knowledge of food and catering trends with a focus on quality, production, sanitation, food cost controls, and presentation.
- Have skills to negotiate with vendors for best pricing.
- Attend and represent the agency at various meetings as assigned by Executive Director.
- Supervise the program functions of the agency, and participate in management staff, committees, and projects as assigned.
- Work closely with appropriate agencies and organizations, including funding and service providers, to ensure communication between the agency and other organizations.
- Assist with special projects, i.e., volunteer luncheon, fund raising, etc. as requested to further the goals of the agency.
- Work closely with other staff to ensure professional and efficient operation of the administrative and service functions of the agency.
- Represent the agency professionally in manner, speech, and dress.
- All other duties as may be assigned by Nutrition Director and Executive Director.

Qualification: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Requirements

- Must be 21 years of age.
- Three to five years higher level leadership experience in food service industry.
- Self-starter with strong leadership skills.
- Outgoing and demonstrated ability to build rapport with internal and external business partners.
- Excellent analytical, problem solving and decision-making skills.
- Exemplary written and verbal communication.
- Excellent organization, prioritization skills; ability to handle multiple projects at one time.
- Ability to express confident point of view in cross-functional meetings.
- Proven experience in successfully collaborating with all levels of internal and external business partners.
- Proficient in Excel, Word and PowerPoint.
- General knowledge and understanding of nutrition.
- Ability to maintain records and complete reports as required as it relates to inventory, food and labor costs.

Education and Experience: Must have bachelor's degree or 3-5 years of equivalent experience. Preferred Bachelor's Degree in Food Service Management.

Application Process:

Review of resumes will begin immediately and continue until the position is filled. Interested applicants should email a cover letter, resume, and list of three professional references to Nmusic@lifescapeservices.org.