

# FoodChange

Nutrition. Education. Financial Empowerment.

## *Job Announcement*

### **Sr. Program Manager, Production / Chef Trainer Community Kitchen**

**FoodChange's** mission is to improve lives through nutrition, education and financial empowerment. Founded in 1980, FoodChange provides nutritious emergency meals to New York City's hungry children and adults. Our education programs improve the nutrition knowledge of low-income people of all ages and strive to make wholesome eating a daily reality for all New Yorkers. And we increase people's financial means by helping them access and secure federal income-support benefits and offering workforce development programs.

#### **Essential duties and responsibilities include the following:**

- Supervise all food production.
- Supervise sanitation staff to meet and exceed HACCP standards.
- Create recipes and menus to accommodate budget.
- Facilitate monthly training sessions on topics not limited to but including sanitation, food preparation, customer service issues and other pertinent foodservice and hospitality topics.
- Maintain binder of trainings with attendee sign-in sheet.
- Supervise the integration of the culinary trainees into overall foodservice operation.
- Recipe and menu development
- Purchase all food and other products needed to successfully complete tasks herein, using bid process.
- Facilitate culinary staff meetings with the primary function of daily production review.
- Manage staff hours to meet budgeted allotments.
- Supervise kitchen volunteers assisting in food preparation.
- Provide culinary theory and practical training to CfACE students
- Develop and alter current culinary curriculum as needed.
- Assist in the development of employment for program graduates.
- Integrate culinary trainees into overall foodservice operation to include community meals preparation and service.
- Ongoing updating of CCTP training manual to meet industry needs.
- Facilitate weekly training sessions
- Facilitate ServSafe training

**Qualifications:** Complete culinary training from certified institution, plus five (5) years relevant work experience. Minimum of 2 years production manager or supervisory experience in food services environment preferred. Successful candidate must have excellent communication skills and strong people management skills.

Salary commensurate with qualification and experience. FoodChange offers excellent benefits. E.O.E.

**Please send a cover letter, and resume to:**

**FoodChange-HR (Re: Sr. Program Manager, Production / Chef Trainer)  
39 Broadway, 10<sup>th</sup> Floor  
New York, New York 10006  
Or e-mail to: [jobs@foodchange.org](mailto:jobs@foodchange.org) / fax to: (212) 616-4990**

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