

## Food Services Manager

**Eliminating racism. Empowering women.** YWCA Metropolitan Phoenix's mission lives in the soul of everyone at YWCA because we demand a world of equity and human decency. We envision a world of opportunity. We commit ourselves to the work of justice. Every day, we get up and do the work, until institutions are transformed; until the world sees women, girls, and people of color the way we do: Equal. Powerful. Unstoppable. All YWCA staff members are expected to function as self-directed members of a collaborative team, to model professional standards and the YWCA Mission, and to help sustain an environment that encourages women's and girls' investment in themselves and the YWCA movement. Successful candidates are on their own racial justice learning journey. We believe in **Self-Managed Teams (Learning, Creating, and Leading Together), Collaboration, Co-creation, Inclusivity, Respect, Engaged and Engaging, Fun and Joy.**

**Work Environment:** Work is performed primarily in Glendale location.

### Position Summary:

**YWCA** provides an excellent work environment with competitive pay and the opportunity for professional and personal growth. Success in this position will depend upon a positive outlook, solid work ethic, and the ability to operate in a team environment, as well as function independently where required.

**Food Services Manager** is responsible for planning and supervising all food service activities in the Senior Nutrition program in accordance with State and County Health Department food regulations to ensure health and safety standards are met. Successful candidates are self-managed and will possess a background in customer service, be fluent in Microsoft Office suite and basic database applications, possess strong attention to detail, and the ability to confidently articulate YWCA's needs and logistical capabilities when interacting with vendors and partners. Conduct food service training for employees and volunteers. Food Service Manager must have good leadership and interpersonal skills and knowledge of meal standards, portion control, menu requirements, food procurement, storage, preparation, and sanitation. We're looking for someone collaborative, resourceful, and who thrives in a fast-paced, nontraditional environment. This person demonstrates a learning mindset and is comfortable with social and racial justice initiatives. Finally, they strive toward equitable systems, more connected communities, and relationships with people from various economic and geographic backgrounds.

We encourage all who are interested and are passionate about serving community, who meet most of the minimum qualifications or skills below to apply. If you or someone you know has experience in advocacy and community building, please forward or apply.

### Essential Functions

- Ability to manage both strategic and tactical responsibilities
- Must be able to exercise excellent independent judgment
- Ensure that all food and products are innovative and consistently prepared and served per recipes, portioning, cooking, and serving standards

- Successfully partner with local food banks to ensure access to in-kind food donations
- Responsible for efficient and effective inventory
- Ensure quality customer service standards are met
- Analyze client data and feedback to plan and implement varied and culturally diverse menus
- Ensure that all safety and sanitation requirements are met
- Supervise, interview, hire, train, evaluate, onboard and off board all kitchen team
- Complete payroll, schedule and in all food/menu reports as needed
- Engage with senior meals program management team in partnership with the Senior Services Director
- Other duties as needed and appropriately assigned

### **Required Skills**

- Works collaboratively within a team environment
- Ability to take ownership/responsibility of tasks of projects assigned/held
- Ability to navigate quickly between projects
- Can coordinate multiple tasks simultaneously
- Ability to be flexible and adaptable to changing work environments, priorities, and organizational needs
- Highly motivated, self-directed, and proactive problem solver
- Ability to navigate with empathy through communities
- Able to inquire with thoughtfulness and kindness while keeping communities at the forefront
- Excellent communication skills – both verbal and written
- Support account team with proper documentation of expenses and revenue
- Lead and/or assist with special projects to build capacity and strengthen programs
- Provide collaborative support with multiple partners supporting organizational goals
- Reach, bend, stoop, stand for long periods of time and frequently lift up to 50 pounds
- Supervisory and leadership skills



### **Desired Qualifications**

- Minimum of 5 years of experience in varied food service positions
- Bilingual in English and Spanish Preferred

**Responsible to:** Senior Programs Director

**Job Type:** Full-time, Exempt

**Salary:** \$40,000 -\$50,000

### **Schedule:**

- 40 hours per week. Some weeks may require evenings and weekend hours.

### **Benefits: *after 90-day waiting period***

- Health insurance
- Dental insurance
- Flexible spending account
- Life insurance
- Paid time off
- Vision insurance
- Retirement plan (employer contribution after 2 years)

### **License/Certification Requirements:**

- Pass Level one background clearance
- Must be eligible to work in the U.S. (E-Verify confirmation)
- Arizona Department of Public Safety Background Clearance
- Have current food handler certification; and acquire Food Manager's Certification within 6 months of hire date
- Valid Arizona Driver's License with no restrictions

### **TO APPLY:**

Submit your resume, cover letter and 3 references to:

YWCA Metropolitan Phoenix

Subject: Food Service Manager

Attn: jobs@ywcaaz.org

**Open until filled**

YWCA Metropolitan Phoenix is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ2S+ individuals, seniors, and people with disabilities. YWCA Metropolitan Phoenix will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.