

Adult & Teen Challenge of Central Canada Job Description: FOOD SERVICE MANAGER

Date of Job Description: 2020-07-15

Classification: MANAGER

Primary Purpose: Manage all of the ongoings of the Adult & Teen Challenge of Central Canada (ATCCC) food service(s) department in the Winnipeg Program.

Primary Responsibilities:

1. Management of all food related donation pick ups (Winnipeg Harvest, grocery shopping etc) for the Winnipeg Program and the Lighthouse Evangelistic Association Inc.
2. Ensure that the kitchen(s)/food storage(s) facilities are being kept to the health code standards and all food is being handled/stored properly
3. Ensure that all students in the kitchen are properly trained in the Food Service track set out by the Successful Living Director
4. Create and manage meal plans/cleaning schedules for the week (inc weekends) for ATCCC Ministries
5. Manage and execute all food service requirements for all ATCCC events
6. Make sure all students are following the scheduled events, policies and procedures set out by the ATCCC Program Department

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM		
6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM		

*Must be flexible with scheduling. May be required to work evenings and weekends.

Budgetary: To participate, promote and support fundraising for the ministry of ATCCC.

Collaboration: Internally - Pass along information to the Program Director and other phase coordinators about student dynamics and any other program related concerns. Working with ATCCC phase coordinators, Surge students and the Operations Manager at the Lighthouse Evangelistic Association Inc. to help prepare and execute food service dynamics.

Decision Making: Decide what meals to prepare for the ATCCC Winnipeg Program and the Lighthouse Evangelistic Association Inc. Implement appropriate food storage methods and inventory control. Delegate which work related tasks to assign to students/clients.

Leadership: Leadership over the student body. Must emit emotional and spiritual maturity. Must be able to form a professional relationship with the students in order to earn their respect. Possess the desire to learn more about leadership and become a better leader. Must be easy/flexible to work with.

Qualifications:

1. Must be able to affectively administer and uphold ATCCC policy and procedures within the program department. Must be able to hold students accountable to the standards of the ATCCC Student Manual. Must have the ability to handle and resolve conflicts within the student body.
2. Should be knowledgable in handling donation drop off dynamics.
3. Proactively demonstrate and maintain excellent working relationships with the program team and all other departments. Strong organizational and highly effective communication skills. Strong focus on the purpose of the ATCCC discipleship model. An understanding of human nature and the student's physical and spiritual battles. Able to defuse tense situations without making things worse.
4. A basic working knowledge of email and web based programs.
5. Must be knowledgable in the food service industry. Should be able to prepare and execute cafeteria and banquet style meals for large groups of people.
6. Must have a valid Food Handlers Certificate.
7. Must have a valid class 5 drivers licence.

Work Environment: Primarily working from 260 Jean Marc Ave, Sunnyside MB R5R 0E6, Canada.