



Job Announcement Food Services Manager

Full Time

Salary: \$45,000-\$60,000

Benefits: Holidays, paid vacation, personal days

HeartLove Place is a nonprofit Christian ministry dedicated to serving families. Located in the Harambee community of Milwaukee, HeartLove has been a part of the community since 1989 with grassroots programming that works side by side with community residents and other ministry partners to provide programs and services that meet the needs of Milwaukee families. HeartLove Place serves approximately 5,000 families a year through our programs and services.

Mission: With a heart of love; teach, encourage and support families through programs and services centered in Christian values.

The Food Services Manager shall serve as a key professional staff team member leading job training initiatives in food services and managing all aspects of food service operations.

Qualifications

- Minimum of 3 years experience in food service management and sales.
- At least 3 years experience in supervising others in the industry; with the ability to lead by example.
- Must be knowledgeable with the Department of Public Instruction's USDA Meal programs and its requirements.
- Experience with budget management, inventory and cost control is mandatory.
- Bachelor's Degree preferred but not required in Food Service Management, Food and Nutrition, Dietetics or other related fields from an accredited university/college.
- ServSafe certification must be current at the time of application and maintained during employment.
- Must be proficient in speaking and writing in English.
- Strong Math, English, and Reading skills.
- Proficient in Microsoft Office
- Must have a valid Wisconsin Driver's License.

Key Responsibilities

- Oversee the day to day operation of catering, school meal and summer meal programs for the agency.
- Oversee all training initiatives for youth and adults.
- Train, supervise and evaluate all kitchen staff and volunteers
- Proactively solicit new contracts for food services and catering.
- Develop and monitor department budgets.
- Purchase and receive goods as needed in line with budget limits.
- Maintain all records in accordance with DPI requirements and agency policies.
- Meet budgetary revenue goals for the department.
- Must be able to work some evenings and/or weekends

Interested candidate should e-mail to hr@heartloveplace.org or fax (414) 372-4932 Cover letter, resume and copy of ServSafe Certification.