



DamascusWay

The Road To Freedom

Food Service Coordinator

Core Responsibilities:

The Food Service Coordinator is primarily responsible for meeting the expectations of Damascus Way Re-entry Center as relating to; menu planning, food purchasing, preparation, cooking and serving. They are also responsible to know and comply with the state of Minnesota's Food Service codes and complimentary regulations.

Detailed Responsibilities:

- Provide coaching, mentoring and spiritual support to residents
- Uphold the mission, vision and core values of Damascus Way Re-entry Center
- Procure and maintain necessary licenses and other permits related to safety, sanitation and Food Service
- Stay abreast and in compliance with the state of Minnesota's Food Codes
- Provide support in developing and managing Food Services policies and procedures
- Set and manage weekly meal plans, preparations, cooking and serving
- Create and maintain quality food service records and inventory
- Ensure that the kitchen is appropriately staffed and managed
- Recruit, manage and train resident volunteers
- Create and manage monthly Food Service Budget
- Build and maintain relationships with local restaurants, food shelves, and churches
- Provide information for Annual Report
- Supervise the use and maintenance of all food service equipment
- Conduct daily refrigerator and freezer temperature assessment
- Complete ongoing trainings, certifications, and Food Service courses-ServSafe
- Maintain work flexibility to accommodate residents living in a 24-hour care facility including; evenings, holidays, weekends, and overnights as needed to meet the residents and organizations needs
- Other duties as assigned by the Executive Director

Qualifications:

- Documented no less than one year of freedom from harmful chemical use and probation
- Acquire a Minnesota Food Service Manager Certificate
- Possession of a Minnesota Driver's License and an insurable driving record by organizations insurance carrier
- Food service leadership experience in a facility setting
- Excellent organizational and leadership skills
- Work well without direct supervision
- Ability to manage and delegate multiple tasks
- Excellent written and verbal communication skills
- Agree with and adhere to the [Transform Minnesota Statement of Faith, Core Values and Code of Conduct](#)