

PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT

OPEN: APRIL 4, 2017

CLOSES: MAY 2, 2017

JOB TITLE: FOOD SERVICE MANAGER

DEPARTMENT: ELDERS & VULNERABLE ADULT SERVICES

REPORTS TO: EXECUTIVE DIRECTOR

SALARY: BASED ON SALARY MATRIX + BENEFITS

POSITION SUMMARY:

Oversees the Elders and Vulnerable Adults meal service program, including supervision of meal planning and preparation and the kitchen staff. Follows food-safety guidelines to ensure meals meet the standards set by the Child and Adult Care Food Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the day-to-day operational, purchasing, menu planning and budgeting of the food service program.
2. Develops monthly menus and determines purchasing needs.
3. Ensures all staff is following food-safety and the Child and Adult Care Food Program guidelines when preparing, serving and storing food.
4. Makes recommendations to the Executive Director for all capital purchases, to include appliances, kitchen or cleaning equipment.
5. Assists the Executive Director by compiling data for monthly and quarterly reports.
6. Under the general director of the Executive Director, implements direct program services to meet organizational goals.
7. Responsible for three meals a day, seven days a week and special events.
8. Responsible for incorporating traditional foods into meal plans.
9. Assists with the daily preparation of meals.
10. Acts as a liaison with service vendors.
11. Assigns tasks and schedules staff on a daily basis.
12. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Elders meal service program. Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include interviewing, hiring, coaching and training employees; planning, assigning, and directing work; appraising performance; rewarding, recognizing and counseling employees; addressing complaints and resolving problems.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree in Nutrition, Food Service Management, or Culinary Arts and two years of related experience; or a minimum of High school diploma or general education degree (GED) and four years related experience and/or training; or equivalent combination of education and experience. Must have a working knowledge of special diets such as diabetic, mechanical soft, kidney dialysis and Coumadin diet. Intermediate computer skills required in order to prepare reports, menus, etc.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses or Certificates

Must have and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

Food Handlers Permit required.

Must pass a criminal background check.

CDM (Certified Dietary Manager) Certificate preferred.

Other Skills and Abilities

- Ability to work with elders.
- Develops and maintains ethical and professional relationships with key vendors in an effort to obtain added value to the Puyallup Tribe of Indians.
- Contributes to a favorable public image of the Tribe by establishing and maintaining relationships and participation in the community (civic, industry, and professional).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- The employee frequently is required to stand, walk, and climb or balance.
- The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts.
- The employee is occasionally exposed to toxic or caustic chemicals and outside weather conditions.
- The noise level in the work environment is usually loud.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

The undersigned has reviewed this job description and understands and acknowledges that this job description is a complete description of the duties and responsibilities of the position, and further acknowledges that they are able to perform the essential functions and physical demands as required by the position.

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*