



Redwood Gospel Missions

Food Services Manager - Family Campus & Bakery Cafe

The Redwood Gospel Missions, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed.

Location: 2447 Summerfield Road, Santa Rosa CA 95405

Ministry: Food Services

Time Commitment: 40 hours per week

Supervisor: Director of Food Services

Also works with: Coffee Managers; PCM (events); Catering Manager.

Supervises: Culinary certification members, Kitchen volunteers.

Position Summary: The Food Service Manager is responsible for the overall direction and management of all food service operations at the Family Campus, including campus dining services and the on-site bakery café. The role ensures the provision of nutritious, high-quality meals and baked goods in a safe and sanitary environment, aligning all operations with the Mission's values and objectives.

Qualifications:

- * High school diploma or equivalent required; postsecondary education in food service management, culinary arts, or a related field is preferred.
- * Minimum of 2 years of experience in food service management, including supervisory responsibilities.
- * Food Handlers Certification; Food Protection Manager Certification (FPMC) preferred.
- * Strong leadership, communication, organizational, and problem-solving skills.
- * Ability to manage budgets, control costs, and maintain accurate records.
- * Knowledge of food safety regulations and sanitation best practices.
- * Commitment to the mission and values of the Redwood Gospel Missions.
- * Knowledge of drug and alcohol recovery is a plus.

Key

Responsibilities:

Operational Management:

- * Oversee and manage daily food service operations for both campus dining and the bakery café, ensuring efficiency and high standards.
- * Direct food preparation, service, and sanitation procedures in adherence to all health and safety regulations.
- * Manage and track expenses, control food costs, and maintain accurate records (inventory, sales, employee hours).
- * Supervise and train staff, volunteers, and students ensuring adherence to quality and service

standards in both dining and bakery operations.

Menu Development & Production:

- * Develop nutritionally balanced and appealing menus for dining services and the bakery café, considering dietary needs and preferences.
- * Oversee and participate in the preparation of all meals and bakery products.
- * Ensure meals are prepared and served promptly, maintaining proper temperatures and portion control.
- * Efficiently and creatively utilize donated food items to minimize waste and maximize resources.

Procurement & Inventory:

- * Manage relationships with food banks, donors, and vendors to secure high-quality food donations and ensure a reliable supply chain.
- * Oversee ordering, receiving, and proper storage of food and kitchen supplies, utilizing the First-In, First-Out (FIFO) method.

Compliance & Safety:

- * Establish and enforce strict sanitation standards for the kitchen, dining area, and equipment, in compliance with local health department regulations.
- * Ensure proper cleaning and maintenance of all food service facilities and equipment.