

**MACON RESOURCES, INC.**  
**JOB DESCRIPTION**

**Food Service Manager**  
**JOB TITLE**

Full-time                      Non-Exempt  
CLASSIFICATION              CATEGORY

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EMPLOYEE'S SIGNATURE                      DATE SIGNED                      ID #                      DEPT.

**GENERAL DESCRIPTION**

Under general supervision of the Director of Sales/Production and Product Development and Services Rep, the Food Service Manager completes a variety of duties supporting operation of Macon Resources, Inc. (MRI) Kitchen; sells products; promotes MRI Catering; recommends food menu for the MRI kitchen; prepares assigned products; meets food sanitation requirements; meets production and quality requirements; MRI safety regulations; and assists with work training in support of (re)habilitation efforts for individuals in job placement/assessment; enforces agency policies and procedures.

**ESSENTIAL JOB RESPONSIBILITIES**

1. Develops and recommends food menu for MRI kitchen and Catering services.
2. Takes written inventory, orders supplies in a cost effective manner.
3. Analyses food costs and recommends pricing for all catering events.
4. Assists in training kitchen employees to prepare newer items and serve in designated portion sizes.
5. Follows standard customer service guidelines for greeting and prompt, polite service.
6. Sets-up work area equipment and supplies to meet needs.
7. Prepares designated food in the MRI kitchen.
8. Processes customer requests in an efficient manner.
9. Maintains records including, daily production, inventory, and sanitation.
10. Follows Job Instruction Book recipes and standard procedures:
  - a. Checks/follows recipe measurements prior to production to maintain quality.
  - b. Maintains customer satisfaction with finished products and services.
  - c. Provides finished products in an appetizing and attractive manner, including any larger package sales.
  - d. Completes food products to meet daily sales-quantity requirements.
  - e. Maintains monthly scrap at or below 5% for all materials.
  - f. Completes daily cleaning to meet food sanitation regulations, including timely garbage disposal.
  - g. Assists with information for purchase orders (PO) requests for cleaning and paper supplies.
  - h. Uses current listings for all material and supply vendors; and for equipment and equipment maintenance vendors as specifically assigned.
  - i. Completes all cash register use following standard business guidelines.

11. Assists in the selection, training and development of an effective and efficient employees:
  - a. Screens job applicants, conducts interviews, checks references, and selects applicant to recommend for hire.
  - b. Verbally communicates all pertinent information regarding the Criminal Background Check process to the potential employee at the time of the initial employment offer; assists the Human Resources (HR) Department in completing the Background Check in a timely manner by scheduling orientation for the potential employee within the first week of employment; assists HR as needed with any follow-up activities.
  - c. Establishes and communicates performance standards and objectives and conducts performance appraisals annually or as necessary using the Employee Performance Evaluation form.
  - d. Promotes and monitors employees training to meet all agency requirements and certification and licensure standards.
  - e. Utilizing the Promotion, Transfer, Hiring and Recommendation form and/or the Payroll Information Sheet, recommends hirings, promotions, transfers, dismissals, and salary adjustments as a direct result of performance appraisals and/or the result of job changes.
  - f. Monitors operations and employees, and when necessary, recommends changes in methods, procedures, structure, and additions and changes in personnel to secure optimum utilization of resources.
  - g. Communicates with employees regarding current problems, changes, and new developments in the agency by conducting periodic meetings.
  - h. Administers all policies and procedures as developed by MRI; communicates to employees; interprets as necessary, and confirms compliance.
12. Documents training hours for individuals in training using daily payroll forms and routes forms to supervisor as specifically assigned.
13. Uses industrial food slicer, freezer, refrigerators, ovens, small cooking appliances, cash register, computer, phone, various cleaning equipment and other assigned equipment.
14. Reports damaged or down equipment to the supervisor immediately. Requests maintenance assistance as specifically assigned.
15. Deposits daily receipts.
16. Maintains a clean, orderly work environment. Cleans work space and equipment, sweeps/mop the work area, and returns equipment, cleaning and work supplies to proper storage areas. Cleans freezers, refrigerators, stove, Panini presses, vents, and dip well; and cleans MIC & M windows as assigned.
17. CATERING – Is responsible for catering events outside of Macon Resources. Including designing menus, preparing food and management of catering events.
18. CATERING – Is responsible for training and staffing all catering events.
19. CATERING – Is responsible for pricing all events, including offering quotes to prospective customers.
20. CATERING –Is responsible for expanding MRI Kitchen sales by finding new opportunities for catering.
21. Works closely with garden manager to insure sufficient produce for all Kitchen meals and catering events.
22. Completes assigned work within scheduled time frames.

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### **Kitchen Manager**

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23. Drives safely in an official capacity to conduct agency business and observes all local, state and federal laws as specifically assigned.
24. Assumes the responsibility to attend and complete the initial MRI training requirements (core training and job-specific training). On an ongoing basis, attends and participates in any required recertification or refresher sessions and/or other training deemed appropriate by the supervisor and/or the Program/Department Director within specified time frames.
25. Administer standard First Aid and CPR procedures on an as-needed basis, while maintaining current certification for both.
26. Communicates, retains, and releases information (both written and verbal) on a need-to-know basis and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and Macon Resources, Inc. Policies and Procedures.
27. Practices and enforces MRI Safety Policies and Procedures and assures the safety of employees, persons/families served, agency guests, and agency property.
28. Keeps supervisor informed verbally and in writing of problems and activities within assigned area of responsibility; refers matters beyond the limit of authority and expertise to the supervisor for direction.
29. Performs special projects or other related work within the scope of the job responsibilities of this position as required or requested.

### NON-ESSENTIAL JOB RESPONSIBILITIES

None

### SUPERVISORY RESPONSIBILITIES

Food Service Specialist  
Food Service Clerk  
Kitchen Trainees

### JOB QUALIFICATIONS

1. High school diploma/GED is required.
2. Graduate of culinary training program or 4 years previous experience in cooking and/or food sales is required. Catering experience is preferred.
3. Must be able to meet the following physical capabilities:
  - a. lift and carry 50 pounds;
  - b. full range of mobility: push, pull, turn, balance, handle, stoop, kneel, reach;
  - c. good eyesight, depth perception, color vision, eye/hand coordination, acuity-field of vision and acuity-near;
  - d. maneuver in between work tables/settings;
  - e. good speech and hearing;
  - f. good hand and finger dexterity.
4. Must be able to work in the following environment with:
  - a. temperature variations;
  - b. noise and vibration variations;
  - c. light and ventilation variations;
  - d. moving objects.

5. Must be able to prepare and cook menu items.
6. Must be able to add, subtract, multiply, and divide all units of measure and completes daily reports as assigned.
7. Must be able to communicate effectively and diplomatically in oral form and be able to meet and work with the public.
8. Must have or be able to obtain Food Service Sanitation Certification within 60 days of employment.
9. Must have or be able to obtain first-aid and CPR certification within 60 days of employment and maintain certification throughout employment.
10. Must be able to complete MRI training requirements.
11. Must be able to maintain payroll, financial, personnel, and information related to persons served as confidential and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and the Policies and Procedures of MRI.
12. Must be able to adhere to the Safety Policies and Procedures of Macon Resources, Inc.
13. Must be able to understand and follow verbal and written work instructions.
14. Must be able to work with others, including assigned crew members.
15. Must be able to work productively without direct on-site supervision.
16. Must have reliable transportation to conduct agency business that does not include the transportation of individuals and families served; must maintain a valid Illinois Drivers License and a good Motor Vehicle Record; and must maintain personal auto insurance with minimum coverage of Bodily Injury-Liability per Person of \$50,000 and Liability per Accident of \$100,000, Property Liability of \$100,000, Medical Payments of \$5,000, and Uninsured/Underinsured Person of \$100,000 and Accident of \$300,000.
17. Must maintain telephone to coordinate job responsibilities.

CONCEPT: 07/07

REVISED: 01/16