



AIDS **Alabama**  
Housing Is Healthcare

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## Open Job Description *Food Service Manager*

Reports to	Clinical Director of Programs
Minimum Qualifications	<ul style="list-style-type: none"><li>• H.S. Diploma</li><li>• 2-5 years related experience</li><li>• Must pass background check and drug screen</li><li>• Must be independently mobile including climbing stairs</li><li>• Able to read documents and respond to written communications</li><li>• Hear, speak, and understand the English language</li></ul>
Preferred Qualifications	<ul style="list-style-type: none"><li>• Culinary, nutritional, and/or management training or education</li><li>• Knowledge of nutritional needs of individuals with various health conditions</li><li>• Experience working in a residential setting</li></ul>
Overall Mission	Responsible for overall operations of the food service program including planning of menus, purchasing food and supplies, staff scheduling and supervision, and maintenance of health, safety and sanitation levels.

### **Areas of Responsibility**

1. Develop, and ensure execution of menus that meet nutritional and quality standards for agency consumers in a residential setting;
2. Ensure appropriate food quantities, supplies, and equipment are budgeted, ordered and all purchasing procedures followed;
3. Establish and maintain quality standards in presentation and service of food;
4. Identifies and reviews consumers' meal evaluations and makes changes as necessary;
5. Develops, facilitates, and manages all environmental safety precautions and measures including sanitation, cleaning methods and waste disposal, storage, insect and rodent, chemicals, OSHA, safety standards and rules;
6. Establishes and maintains accident reporting system;
7. Maintains emergency evacuation plans and exits in food area;
8. Adheres to program budget;
9. Determines human, fiscal and technical resources needed for food service program, including supervision of food service employees.
10. Adhere to all AIDS Alabama's Policies, Procedures, and Guidelines;
11. Other duties as assigned.

### **Work Environment**

1. Schedule – Work hours are full-time and will occasionally include weekends; varies based on the needs of the program;
2. Physical Requirements – May lift up to 50lbs occasionally; able to lift, climb stairs, sit and stand;
3. Safety/Environmental – Exposure to multi-cultural consumers and/or family members with HIV/AIDS, chronic health conditions, mental illness, substance use disorders, and impaired cognitive behaviors.

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## Overall Expectations

Represent the Agency on the phone, through the mail, and in person in a way that reflects the Agency's mission. Must be willing and able to abide by all Policies and Procedures (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Must be willing and able to complete all required trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in Agency activities, testing events, and fundraisers is expected as necessary and requested. Establish strong, solid communication with the Administrative Director, Executive Director, other employees, and external business partners. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama is an equal opportunity employer.**

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Employee's signature

\_\_\_\_\_  
Date

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Human Resources signature (or assigned designee)

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Date