



# **POSITION AVAILABLE** **FOOD SERVICES DIRECTOR**

The Aliveness Project is a community center that provides on-site meals, food shelf, nutritional counseling, integrative therapies, case management, and other services to our HIV/AIDS community in Minnesota. Our mission is to encourage self-empowerment and provide direct services to persons living with HIV/AIDS.

## **Title: Food Services Director**

### **Purpose of Position:**

To plan, implement, and oversee all aspects of on-site meal program for people living with HIV/AIDS.

### **Responsibilities:**

- A. Manage on-site meal program for people living with HIV/AIDS, including developing weekly menus, assessing nutritional value of menu items, ordering food supplies, and preparing meals.
- B. Supervise cooks, kitchen assistants, dietitian, and meal program volunteers.
- C. Oversees proper maintenance of kitchen, equipment, storage areas and dining area according to rules of Minnesota Health Department codes and basic safety.
- D. Order supplies, interact with vendors, and process invoices.
- E. Work with community contacts as necessary for food procurement.
- F. Provide and maintain an open, warming and welcoming environment to members.
- G. Performs other responsibilities as required or assigned.

### **Knowledge, Skills and Abilities:**

- 1. Knowledge of correct food handling methods, awareness of food resources, and ability to secure contributions from various sources.
- 2. Knowledge of and skills using personal computer equipment and related software for word processing (Microsoft Word), spreadsheets (MS Excel), and database (MS Access.)
- 3. Skills in basic math such as applying fractions, decimals and percentages.
- 4. Ability to lift 50 pounds and stand for prolonged periods.
- 5. Ability to treat others with respect and act in a confidential manner.
- 6. Ability to manage, prioritize and complete multiple tasks.
- 7. Ability to manage stress in a proactive manner.

### **Education and Experience:**

At least two years of experience in a supervisory position in a kitchen environment, including supervising of cooks; and at least three years creating menu plans and ordering food supplies. Ideal candidate would have a degree in food services industry. Candidate will be required to pass and maintain the Food Handling Certification as required by the City of Minneapolis Licensing. Knowledge of issues related to HIV/AIDS, including special dietary requirements and food preparation for individuals living with HIV/AIDS.

**Hours:** 40 hours per week, including evening and weekend hours.

**Salary:** Starting salary range: \$19.25 - \$20.25 / hour. Benefits include Paid Time Off (PTO), holidays, health insurance, and mini-cafeteria plan (options for dental, disability, and other insurance.)

**To apply, please submit résumé with cover letter by 4 p.m. on Friday, January 3 to:**

**The Aliveness Project, 3808 Nicollet, Minneapolis, MN 55409**

**E-mail: [kitchen@aliveness.org](mailto:kitchen@aliveness.org) FAX: 612-822-9668 [www.aliveness.org](http://www.aliveness.org)**

***This position will be posted until filled.***