



MEAL PACKAGING SUPERVISOR

Feed More seeks a full-time Meal Packaging Supervisor. The Meal Packaging Supervisor will be responsible for supervision of the Meal Packaging component of the Community Kitchen operation including staff and volunteer supervision.

Supervisory Responsibilities: Meal Packaging Assistants, Volunteer Team Leads, Volunteer Crew

Budgetary Responsibility: None.

Major Job Accountabilities:

- Coordinates packaging of all trayed meals as well as bagged items to support the Meals on Wheels home delivered meal program and individual adult program meals.
- Liaison with Client Services for label production and meal counts
- Ensures that sanitation, labeling, special diet preparation and tray line protocols are followed.
- Responsible for monitoring, checking and sealing of individual meals.
- Confirms proper placement of entrée and side items adhering to any special instructions, portion control, allergies and dietary needs.
- Incorporates safe food handling practices into all job tasks.
- Follow department procedures for sanitation and quality assurance through temperature monitoring.
- Maintain complete and accurate documentation. Compares and records correct count of meals.
- Input data via use of excel, spreadsheet or other kitchen programs.
- Reports product shortages or quality control problems to Chef. Responsible for regular maintenance of packaging machinery and food processing equipment and coolers.
- Ensures that meals are racked according to Meals on Wheels transportation logistics.
- Ordering of all packaging supplies and submits orders to chef for small bag components.

- Takes advantage of continuing education opportunities in the food service field.
- Attends regular staff meetings and in-service training.
- Performs all duties and maintains all standards in accordance with company policies and procedures.
- Other duties as assigned by your supervisor.

Education/Experience/Skills/Qualifications:

Required:

- Associates degree and at least 5 years of work experience or a combination of education and experience that will provide the required knowledge, skills, and abilities. Must be at least 18 years of age.
- ServSafe Certification required

FEED MORE

- Excellent interpersonal skills, good time management skills
- Excellent verbal and written communication skills
- Excellent organizational skills, ability to multi-task
- Excellent problem solving skills
- Proficient in Microsoft Office suite of products.
- Ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities
- Ability to meet crises calmly, show attention to detail and accuracy
- Ability to work with a minimum of supervision, show initiative, flexibility, work in a team environment, ability to prioritize multiple tasks and work under deadlines

- Ability to stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less
- Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior
- Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
- Keep work area neat and clean at all times; supervise cleaning and maintenance of equipment used in food preparation.
- Must have flexible schedule to accommodate corporate needs, occasional night and/ or weekend work may be required

Preferred:

- Five to seven years previous work in food preparation, food service or restaurants
- Prior experience with non-profit organizations

- Strong customer service expertise
- Knowledge of Feed More programs, an awareness of how specific functions relate to programs and the mission of food banks

- Familiar with community feeding programs

- Bilingual in English/Spanish is a plus

Position: Full time, Monday – Friday, generally 7:30 a.m. – 4:00 p.m.

Benefits: Yes

Respond: Candidates only may email resume and cover letter with salary requirements in MS Word format by August 27th. Only those candidates whose experience best meets our requirements will be contacted.

No phone calls.

Feed More Inc. is an equal opportunity employer.