



**JEWISH INSPIRATION. SUSTAINABLE COMMUNITIES.**

## Job Announcement- Adamah Foods Manager

**The Adamah Foods Manager will be responsible for assisting the Foodservice Director with day-to-day management of the department. Responsibilities will include and are not limited to:**

- Assure a high standard of appearance, hospitality, and service in personnel and cleanliness of the dining room
- Field applicants and orient/train new dining hall staff
- Schedule dining hall staff
- Liaison between kitchen and dining hall
- Maintain inventory of dining hall supplies: serviceware, utensils, etc.
- Attend/Lead staff meetings
- Supervise kitchen and dining hall staff
- Inspect daily side-duties, ensure proper opening/closing procedures are upheld
- Maintain inventory and order all FOH related goods: Coffee/Tea, Wine/Liquor, Paper goods, etc.
- Create and post weekly "event sheet"
- Attend debrief, operations, event planning meetings
- Correspond with clients, program staff, and registration staff
- Create, implement, and adjust order guides, policy manuals, checklists, as necessary
- Assist director with administrative, back of operations tasks
- Make necessary decisions, adjustments regarding foodservice in absence of chef/director

### Requirements:

- Previous hospitality management
- High-volume catering, kosher experience/knowledge preferred
- Clean, punctual, organized, flexible, motivated, and ability to work independently
- Enthusiasm to work with the highest quality, seasonal ingredients
- Basic computer experience (MS Suite)
- Positive attitude, willingness and desire to learn and teach

Pay: Commensurate with experience

Medical Benefits available, sick and paid time off (after 90 days)

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