



**MAKING MOMENTS COUNT
FOR KIDS & FAMILIES**

Position: Hospitality Coordinator/ Food Program Manager

Part-time: 32 hours/week, compensation range \$25-28/hour

Crescent Cove

The mission of Crescent Cove is to offer care and support to children and young adults with a shortened life expectancy, and their families who love them.

Position Summary

The Food Program Manager is responsible for developing healthy meal plans for the children, families, visitors, and staff and fostering an environment of hospitality. Tasks include inventory, meal planning, preparation, and storage.

Primary Duties and Responsibilities

The Food Program Manager will perform the following duties:

- Commit to Crescent Cove's mission, vision, and values
- Create menus and prepare meals to meet the needs of the Home
- Develop and maintain budget
- Participate in planning for events that include food preparation and distribution
- Maintain food storage and preparation according to health food and safety standards
- Ensure dietary needs/goals/preferences of the child to continue seamlessly from home
- Collaborate with the clinical staff to ensure meals are prepared for the children in timely manner
- Develop food program procedures and standardized processes
- Develop a volunteer corp focusing on involvement in the food program and hospitality
- Reduce/eliminate waste by monitoring preparation, purchasing, receiving, and distributing
- Communicate with external groups who provide/donate food to Crescent Cove
- Build positive relationships with children, families, visitors, volunteers, and coworkers
- Ensure the Home is welcoming to all children, families, visitors, and other
- Maintain a work schedule that aligns with the needs of the Home

Qualifications

- Experience with food preparation, storage, supply, and distribution
- Knowledge of nutrition and specialized dietary needs
- Effective oral, written, and reading communication skills

Knowledge, skills and abilities

- Demonstrate respect for diverse personal, ethical, spiritual, and cultural beliefs
- Maintain attention to detail and follow-through
- Prioritize teamwork and display a strong work ethic
- Possess the following traits: self-motivated, self-directed, enthusiastic, energetic, creative, and highly organized
- Display ability to perform work that requires standing, bending, reaching, squatting, kneeling, or lifting up to 25 pounds