



## CROSSMEN PRODUCTIONS INC

### JOB DESCRIPTION

Job Title: Food Manager  
Reports To: Tour Manager  
Salary: \$4,000  
Status: Summer, Seasonal  
Start Date: May 1, 2020      End Date: August 14, 2020

### POSITION SUMMARY

Under the guidance of the Operations Director and Tour Manager, the Food Manager is responsible for the planning and execution of Crossmen's summer meal and nutrition program. The Food Manager is expected to run an efficient and effective work environment that is capable of serving up to 225 individuals, four times a day. Additionally, this position is responsible for supervising and delegating duties to the Assistant Food Manager, admin team and volunteers.

Other areas of primary importance are: working closely with the Volunteer Coordinator with delegating assignments and shifts to multiple volunteer kitchen staff; provide the tour administration with a menu calendar; closely observe the tour food budget; regularly managing inventory of all food & supply products the kitchen needs; operations organization.

This position is seasonal and will receive personal time off per request.

### MINIMUM QUALIFICATIONS

#### *Required*

Age: 21 or older

Education: Bachelor's degree in related field or comparable experience

Availability: Remote preparation (March-April) & Full Summers (May-August)

Licenses & Certifications: CPR/AED and First Aid, ServSafe Certification or comparable certification

Language Skills: English, Spanish preferred

- Minimum 2 years managerial, culinary experience
- Inventory management experience
- Excellent written and oral communications skills required
- Proven ability to manage time-critical projects (planning, scheduling, monitoring)
- Ability to work effectively independently and in a team-oriented environment
- Strong organizational skills with the ability to adapt quickly to changes in priorities
- Experience with working on multiple projects at once with deadlines met

#### *Preferred*

- Experience with Microsoft Office (or related programs)
- Experience with Google forms, sheets, docs, etc.

### WORK ENVIRONMENT/MINIMAL PHYSICAL REQUIREMENTS

- This position requires the ability to lift weight up to 50lbs.
- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- All employees working with Crossmen Productions, Inc. are considered to have supervisory or disciplinary action relationship over minors. Upon receiving an offer for the position, a background check must be filed and the employee must be cleared before the first day of employment.

### TEAM LEADER COMPETENCIES (expectations)

Mission Advancement: Ensure a high level of service with a commitment to developing world class environment. Provide volunteer staff with training and best practices to create a safe environment. Cultivate relationships for continued volunteer engagement.



**Collaboration:** Build relationships to create small communities. Empathetically listen and communicate for understanding when negotiating and dealing with conflict. Effectively tailor communications to the appropriate audience. Provide volunteer staff with guidance and support.

**Operational Effectiveness:** Develop plans and manage best practices through engagement of team.

**Personal Growth:** Share new insights, concepts or ideas that will further our development as an organization. Facilitate change; model adaptability and an awareness of the impact of change. Utilize non-threatening methods to address sensitive issues and inappropriate behavior or performance. Have the functional and technical knowledge and skills required to perform well; use best practices and demonstrate up-to-date knowledge and skills in technology.

While all competencies are significant the following are critical to success in this position:

- Community: Demonstrates a desire to serve others and fulfill community needs.
- Communication: Listens for understanding and meaning: speaks and writes effectively.
- Project Management: Establishes goals, clarifies tasks, plans work, and actively participates in meetings.
- Quality Results: Strives to meet or exceed goals and deliver a high-value to all those involved with Crossmen.

**ESSENTIAL FUNCTIONS**

**Leadership**

- Supervise and delegate assignments to the Assistant Food Manager who will then oversee a team of volunteer kitchen staff.
- Develops and sustains positive, world class relationships with site facility, tour staff and volunteers.
- Supervise team of members assigned to load food truck after every rehearsal site visit.

**Staff & Member Relations**

- Communicate with membership and staff with special dietary needs to ensure their meal plans fit their needs.
- Open communication with the Athletic Training team to provide sanitizing stations regularly throughout the Summer.
- Create a method of ensuring that all volunteer and truck drivers always have food available.
- Create and maintain a positive world-class environment in the food truck and serving lines.

**Administration**

- Create a full Summer meal plan in advance that is regularly reviewed by the Tour Manager and Operations Director.
- Order food and necessary items through approved Crossmen vendors and retailers.
- With the assistance of the Operations Director, plan logistics (pick up or delivery dates) of food orders.
- Proactive planning for all perishable (bread, jelly, milk, etc) shopping trips.
- Assist the Operations Director with closely monitoring and maintaining the summer food budget.

**Pre- & Post-Event**

- Assist the Assistant Tour Manager with the delegation of loading, and packing the food truck after every housing site stay.
- Ensures the organization is following any guidelines and rules set by Drum Corps International.
- Assists the tour administrative staff with coordinating special event meals. (Fundraising nights, parade meals, etc.)

**Other**

- All other duties assigned by the supervisor

**ACKNOWLEDGEMENT**

This job description is not meant to be all-inclusive. This position description is not a written or implied contract.

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Employee's Printed Name

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Employee's Signature

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Date

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Supervisor's Printed Name

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Supervisor's Signature

\_\_\_\_\_  
Date