



Children and Family Urban Movement Breakfast Club Manager

Primary Purpose and Function:

The manager is responsible for ensuring that meals are developed, prepared, and served, while facilitating day of volunteers and providing oversight and assistance to program participants.

Essential Responsibilities:

Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

- Prepares and executes calendar of meals for Breakfast Club
- Prepares dining room for meals prior to arrival of participants.
- Greets guests and assist with supervision through mealtime.
- Document number of volunteers and their hours.
- Determine meal supply needs and inform Director.
- Assist volunteers in preparing and serving breakfast. Follow procedures for distributing food and drinks.
- Provide supervision to program participants, including check-in and attendance.

Supervisory Responsibility:

No supervision.

Position Type and Expected Hours of Work:

This is an hourly, part-time position and hours of work and are Monday- Friday 6:00am-9:00am.

Travel:

No travel is required of this position.

Work Environment:

This job operates in a kitchen/eating area. This role regularly uses cleaning supplies, hot water, industrial dishwater, and various cleaning tools.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is active and may require standing, walking, bending, kneeling, stooping, crouching,

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crawling, and climbing. The employee may frequently need to lift and/or move items up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Education and Experience:

Required:

- High school diploma or equivalent
- Knowledge of use and maintenance of kitchen equipment
- Understand and apply best practices for food preparation and storage
- Interpersonal, written, and oral communication skills
- Outstanding organizations skills
- Ability to manage large groups and respond appropriately as needed

Preferred:

- Prior experience working in a commercial kitchen and/or restaurant environment
- Prior experience coordinating tasks with adult volunteers
- Prior experience working with children.

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