

JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization,
Is currently seeking applicants for the following position

Support Services Manager

We are a faith-based organization, Empowering Children and Families to experience the transforming love of Christ through (w)holistic care.

SUMMARY

The Support Services Manager performs a vital role in the overall operation of the Florida United Methodist Children's Home. This position involves the management in three key areas: Commissary, Food Services, and the Gift Shop. Commissary operations include careful planning for the purchase, storage, management, and distribution of quality food supplies to all cottages and school sites on campus. This area includes managing inventory and appropriate reporting of meal counts, government commodities, household supplies, and commissary items. Food Services include menu planning with adherence to the National School Lunch Program and the preparation, serving, and billing of breakfast, lunch meals, and snacks at the campus school. Gift Shop operations include the coordination of the procurement and management of inventory for retail sale and for donor relations purposes.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree in business or related field preferred, but any combination of training and experience that would provide the required knowledge, skills and abilities to perform effectively
- Experience managing several individuals performing in various functions desirable
- Experience managing volunteers desirable
- Experience in food service and/or a retail operation that includes purchasing and inventory control desirable

QUALIFICATIONS

- Ability to secure bids and proposals in the procurement of goods and services
- Must be proficient in the use of office hardware and software such as Excel and Word
- Needs to write effectively and clearly
- Strong organizational and administrative competency
- Must possess & demonstrate strong interpersonal skills and a demonstrated track record of managing employees and/or volunteers towards achievable goals
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida Driver's License
- First Aid and CPR Certifications

PRIMARY DUTIES AND RESPONSIBILITIES

- Create and maintain policy and procedure manual for each key function
- Prepare specifications for the purchase of supplies, services and food products, and inventory for use in Commissary Operations and the Gift Shop
- Coordination with the dietician to carefully select and purchase all food that is served to our residents on campus
- Prepare, serve, and bill approved NSLP breakfast, lunch, and snack menus for residents on campus during school days
- Maintain and train residential staff in the use of the National School Lunch Program database software
- Provide excellent customer service in providing weekly food deliveries to our house parents
- Engages in price comparison and competitive bidding for related goods and services purchased
- Responsible for inventory control of all food and related supply inventory
- Maintain records and meet reporting requirements related to the National School Lunch Program which

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

JOB POSTING

includes menu monitoring and weekly food count recording

- Seek additional in-kind support for food and consumable supplies from potential community partners
- Responsible to purchase and manage appropriate inventory for retail sales and donor relations purposes
- Prepare yearly budgets for department along with monthly financial reports
- Create and implement plans for expanding the Food Service program to meet changing needs of the service environment and the National School Lunch program

SECONDARY DUTIES AND RESPONSIBILITIES

- Support monthly staff meetings, Board meetings, and special events including a major role for Day on Campus

SUPERVISORY RESPONSIBILITIES

This job has multiple supervisory responsibilities including: Three Food Services Assistants and the Support Services Assistant. This position will also include the management of volunteers on a regular basis that can assist with each of the key functions of Support Services.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources