



Dining Room Program Director

Full-time exempt position with medical and dental benefits

40 hours per week, Monday – Friday 7:30am-3:30pm

\$62,000 to \$66,000 starting salary

May require some weekends and holidays as needed

Mission Statement: in an environment of welcome, hospitality, safety and cleanliness we seek to provide an oasis for homeless men, women and children seeking survival services.

Sacramento Loaves & Fishes is seeking a Program Director for our Dining Room program. The Dining Room was the first program at L&F and embodies our mission of radical hospitality in feeding all those who come to our campus. The program serves a hot noon meal 364 days of the year to adults and children experiencing homelessness. The Dining Room Director reports to the Executive Director and works alongside the Chef to lead the dining room staff and volunteers in providing a nutritious, well-balanced meal to our guests.

Position Responsibilities:

- Work as a team with the Dining Room Chef to manage daily commercial kitchen operations as well as supervise approximately 10 staff and 20-30 volunteers each day
- Prepare monthly meal schedules with menus and food requisitions
- Implement and practice proper safety procedures at all times
- Manage staff scheduling, time cards and PTO sheets
- Maintain employee files containing disciplinary actions and improvements
- Provide hands-on training to new employees as they are hired
- Maintain adequate quantity of needed kitchen and janitorial supplies
- Oversee the records of Cal Osha/Chemical/Temperature logs for compliance
- Maintain compliance with all food and kitchen regulations, subject to County inspections
- Work with Volunteer Coordinator to solicit and develop volunteers
- Work with established volunteer group leaders for monthly service (church groups etc.)
- Develop and maintain an annual operating budget
- Organize and plan for special meals/events as needed
- Willingness to attend external events on behalf of the Dining Room program
- Monthly tracking and reporting of meals served (approx. 400-800 daily)
- Participate in meetings/committees as requested by Executive Director
- Other duties as assigned

Required Skills and Qualifications:

- Demonstrate a commitment to Loaves & Fishes mission and philosophy
- Ability to lead and work as part of a team, including willingness to work different shifts for coverage as needed (weekends, holidays, special events, etc.)
- Desire/experience working at a non-profit as well as with people experiencing homelessness preferred
- Supervisory experience preferred
- Experience working with budgets

- Must have excellent organizational skills and time management skills
- Must have excellent verbal and written communication skills as well as computer skills (Microsoft Office, Google suite, emails, thank you letters etc.)
- Must be a motivated learner, professional, collaborative and organized; flexible

Physical Requirements:

- Ability to grasp, push, and/or pull objects
- Ability to walk up and down stairs (office is upstairs, kitchen is downstairs)
- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis.

Other Requirements:

- Must have or be willing to obtain ServSafe Food Manager's Certification
- Must have CA Driver's license, good driving record and insured vehicle for occasional trips to obtain supplies etc.
- Must provide proof of auto insurance at each renewal

Please submit resume and cover letter by email to hr@sacloaves.org no later than November 3rd, 2023.

Loaves & Fishes is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.