

<b>Job Title</b>	Assistant Director Bosco Nutrition Center	<b>FSLA Classification</b>	Exempt
<b>Location</b>	Edmundite Missions Bosco Nutrition Center – Selma, AL	<b>Reports to</b>	Director of Bosco Nutrition Center
<b>Level/Salary Range:</b>	Commensurate with experience & qualifications	<b>Position Type</b>	Full-time

**Overview:** Edmundite Missions ([www.edmunditemissions.org](http://www.edmunditemissions.org)) is a Catholic service organization focused on community development in Selma, Alabama and surrounding small communities. It has been present in Selma for 85 years and is the leading community development organization in Selma and surrounding rural areas.

**Position Description:** The Assistant Director of the Bosco Nutrition fully supports the Director of Bosco Nutrition Center (“Director”) in ensuring the timely availability of all food and nutrition provision to the Bosco client community as well as implementation of nutrition relationships with other partner organizations of the Bosco Nutrition Center.

### **Responsibilities**

- **Food Preparation and Meal Provision:**
  - Supervise, assist in, and manage all aspects of the food preparation and meal provision both in congregate dining at the Bosco Nutrition Center and any other locations and in Meals of Hope, the meal delivery program.
  - Assist in developing all menus, lead and oversee all meal preparation and clean up, and ensure cleanliness and quality at the highest levels.
  - Ensure adherence to public health standards and oversee preparation for public health inspections
  - Oversee all external meal provision partnerships (e.g., pre-game meals for Selma High athletics and elementary school weekend breakfast bag program) to ensure nutrition quality and on-time performance
- **Inventory Ordering and Management:**
  - With the Director of the Bosco Nutrition Center, manage all aspects of food and supplies ordering, inventorying, and storage. This includes quality control and budget adherence.
  - Ensure accurate procurement record keeping
  - Meet delivery trucks and ensure order conformance, or delegate and supervise this task
  - Regularly assess food input sources for price competitiveness and advise Director of the Bosco Nutrition Center on alternatives
  - Oversee inventory and storage, ensuring compliance with public health best practices
- **Infrastructure Management:**
  - Manage the meal delivery vehicle fleet, including maintenance and repair
  - Serve as primary point of liaison with the Missions building and grounds department, ensuring timely maintenance and repair of any issues regarding the Bosco Nutrition Center.

- **Performance**
  - Ensure integrity of data entered into the Apricot data system
  - With the Director of the Bosco Nutrition Center, ensure the quality of staff performance and resolve staff disputes
- **Liaison Edmundite Missions Enterprises:**
  - Work with the Director and the Administrative Assistant for Nutrition on food products and services through Enterprises.
  - As needed, assist with staffing of pop-up cafes of Enterprises.

Other duties as assigned

### **Characteristics**

- An unquestionable personal code of ethics, integrity and trust
- An understanding of the Catholic Church, its teachings and traditions
- Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances
- Strong verbal and written communications skills
- High energy and creativity
- Ability to lift at least 50 pounds, stand for long hours and work in an area subjected to heat and hot surfaces

### **Qualifications**

- At least five years of experience in management of a food service establishment, including detailed knowledge of all technical aspects of food preparation
- ServSafe certification
- Experience with budgeting and budget management
- Experience managing at least 10 staff members on shift scheduling
- Microsoft Office proficiency
- At least a two-year degree in nutrition or a related field; BA or culinary school is a plus

### **Requirements**

- Possess a valid driver's license
- Be willing to submit to a background check

Submit resumes to: [hr@edmunditemissions.org](mailto:hr@edmunditemissions.org)