

<b>Job Title</b>	Director, Bosco Nutrition Center	<b>Job Category</b>	Exempt
<b>Location</b>	Edmundite Center of Hope	<b>Reports to</b>	Chief Programs Officer
<b>Level/Salary Range:</b>	Commensurate with qualifications	<b>Position Type</b>	Full-time

**Position Summary**

Feeding the hungry is at the founding base of the Missions. The charitable feeding programs of the Missions are four-fold:

- The Bosco Nutrition Center, which serves over 1000 meals a day (lunch and dinner) at its congregate dining facility. This includes meals for the Edmundite Missions New Possibilities Youth Program.
- Edmundite Missions School Meals, which provides bagged weekend breakfasts for 750 students at three local elementary schools
- Meals of Hope, which brings two meal per day to some 300 disabled and homebound impoverished residents
- Shelf-stable food bags, which are provided periodically at the request of Edmundite Missions Social Ministry to clients being counseled by the Ministry, as well as to meet rural needs

The Director serves in three functions

- Senior responsibility for all of the above charitable food programs of the Edmundite Missions in Selma, Alabama as well as counsel to the rural nutrition program.
- Direct responsibility for developing and producing through Bosco products and services for the catering and e-business needs of Edmundite Missions Enterprises’ Kitchens in Selma, a social enterprise designed to create jobs and skills and to generate net revenue to support the feeding programs of Bosco.
- Deep involvement in implementing a multi-year Missions-wide nutrition strategy o change nutrition knowledge and eating behaviors in the community.

The Director reports to the President and CEO of Edmundite Missions through the Chief Program Officer. The position is full time

**Responsibilities**

**1. Food Preparation and Meal Provision:**

- The Director will be hands on and manage all aspects of meal provision both in congregate dining and in meal delivery dimensions. The Director will develop all menus, act as lead cook, lead and oversee all meal preparation and clean up, and ensure cleanliness and quality at the highest levels.

**2. Inventory Ordering and Management:**

- With the Administrative Assistant, Nutrition, the Director will carry out, and/or delegate and manage, all aspects of food and supply ordering, inventorying, and storage. This will include quality control and budget adherence.

**3. Facility, Transport, and Human Resources Management:**

- The Director is responsible for all aspects of food program management. This includes all management of the Bosco Nutrition Center facility and all management of the meal delivery fleet. This includes scheduling of deliveries, ensuring maintenance and repair of facilities and vehicles, and oversight of all facility improvements.
- The Director is also responsible for supervisory staff, including scheduling and training. As the direct report of all food service staff, the Director is responsible for staff motivation, maintaining a spirit of commitment to meeting the needs of the poor with dignity and compassion.

**4. Social Enterprise:**

- Edmundite Missions Enterprises brings the benefits of entrepreneurship and social finance to the Missions work, thereby expanding job-creation impacts and creating alternative revenue streams to fund core charitable services. Kitchens in Selma is the food-based enterprise currently in operation. The Director of the Bosco Nutrition Center is responsible for both producing the branded products for the e-business and managing catering services.

**5. Community Nutrition:**

- The Director is a pivotal member of the team implementing a Missions-wide nutrition strategy to improve community eating knowledge and behavior. Direct responsibility includes
  - Constantly reviewing the food content of all Bosco Nutrition Center food distribution, to ensure continual improvement in nutritional content
  - Public education and public speaking regarding the importance of good nutrition
  - Public tastings, at the Bosco Nutrition Center, the Bullock Community Center, and the Good Shepherd Community Center in Mosses to expose the public to healthy recipes
  - Cooking demonstrations to achieve the above results
  - Innovations at the Bosco Nutrition Center to increase awareness of good nutrition
  - Youth education and experiential learning through the Missions New Possibilities Youth Program to youth knowledge and leadership in family and community nutrition

**Core Competencies**

The successful candidate will demonstrate:

- Career commitment to good nutrition
- Experience in management of a food service establishment, including detailed knowledge of all technical aspects of food preparation and service at the commercial level, including
  - Knowledge of food safety guidelines and regulations
  - Menu planning
  - Food preparation, including the ability to cook commercially
  - Food and equipment procurement and storage
  - Kitchen equipment and maintenance
  - Food transport equipment and maintenance
- Experience with budgeting and budget management, both in tracking and managing the operating costs of all Food Program activities, with a keen eye to opportunities for cost containment, and for capital and infrastructure costs. Demonstrate ability to drive budget efficiency and cost containment is a significant requirement.
- Demonstrated commitment to improved individual, family and community nutrition
- Human resources management including
  - Experience managing a staff of at least 10 individuals at all levels of food preparation, servicing, and clean up
  - Experience with staff scheduling for in-place and delivery services

- Experience managing staff comprised of many levels of competency, growing staff capacity to higher levels through compassionate leadership and committed mentoring
- Creativity and entrepreneurship in developing new approaches to food and nutrition and to the growth of both the catering and the e-business aspects of Kitchens in Selma and Edmundite Missions Enterprises

### **Qualifications**

The successful candidate will display the following characteristics:

- An unquestionable personal code of ethics, integrity and trust
- Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances
- Strong verbal communications skills
- Commitment to building teams and developing and maintaining a team spirit in all food production and provision activities
- High energy and creativity
- An entrepreneurial spirit that thrives on challenge and organizational growth

The successful candidate will meet the following requirements:

- At least 8 years of experience in institutional food service management, demonstrating regularly increasing responsibilities
- Serve Safe Food Service certification
- At least a two-year degree in nutrition or a related field; BA or culinary school is a plus
- Experience with catering and upscale cooking and baking

Salary is commensurate with qualifications.

Please send resume and cover letter describing the reasons for your interest in this position and the alignment of your background to its responsibilities to: [HR@edmunditemissions.org](mailto:HR@edmunditemissions.org)