

Professional Opportunity

Assistant Vice President of Nutrition Services

POSITION SUMMARY

Heritage Community Initiatives (Heritage) is seeking a seasoned and dynamic **Assistant Vice President of Nutrition Services** to lead and elevate the operational and production processes within our nutrition kitchen. This role will work closely with the current Manager of Nutrition Services, taking an active leadership role in overseeing all culinary operations to ensure excellence in food quality, production efficiency, and compliance with operational standards.

RESPONSIBILITIES (include but are not limited to)

- Provide strategic leadership to the kitchen team, ensuring streamlined workflows and consistent execution of culinary processes
- Oversee all aspects of kitchen operations including procurement, setting purchasing PAR levels, menu development, production scheduling, inventory management, and food safety compliance
- Ensure compliance with all CACFP (Child and Adult Care Food Program) and SFSP (Summer Food Service program) guidelines, maintaining alignment with federal and state regulations and culinary standards
- Organize and maintain all documentation required for audits including menus, child nutrition labels, standardized recipes, enrollment records, and meal attendance
- Identify and implement improvements in production efficiency, operational processes, and staff performance
- Coach and mentor the existing Executive Chef and kitchen team to foster a culture of excellence, accountability, and collaboration
- Manage budgets, control food costs, and optimize labor efficiencies to achieve financial targets
- Collaborate with stakeholders to align kitchen operations with broader organizational goals

QUALIFICATIONS

- Proven experience in an executive-level culinary leadership role, with a strong background in high-volume kitchen operations and SERVSAFE documentation
- Knowledge of CACFP and SFSP guidelines, as well as experience preparing for and managing audits
- Exceptional organizational and leadership skills, with the ability to manage and mentor diverse teams
- Expertise in food production processes, inventory management, and cost control

- Deep understanding of food safety regulations and nutrition-based culinary standards
- Strong communication skills and the ability to work collaboratively with cross-functional teams
- Demonstrated ability to problem-solve with a positive mindset, leveraging creative and out-of-the-box thinking to overcome challenges and drive continuous improvement

This position requires a hands-on leader who can balance culinary creativity with operational excellence, ensuring the seamless operation of our kitchen while meeting program compliance standards and inspiring the team to success.

Note: Heritage provides a robust benefits package, which includes:

- UPMC Health Plan coverage
- Flexible Spending Account
- 401(k) plan with match
- Short-term, long-term disability, and life insurance
- Paid time off and paid holidays
- Employee Child Education Benefits for Heritage Programs

For over 40 years our distinctive combination of the highest-quality and respected programs in Transportation, Education, and Nutrition has afforded Heritage Community Initiatives to be uniquely positioned - and privileged - to continue our long-standing mission to enhance the socioeconomic mobility of thousands of under-resourced individuals, families, and children in Allegheny County. We are looking for exceptional individuals to join our team of dedicated professionals - nearly 20% of whom have been with us for more than a decade.

We look forward to hearing from you and discussing our robust compensation and benefits package as well as how Heritage Community Initiatives can play a key role in your career path.

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives - www.heritageserves.org.