

Professional Opportunity

Manager of Nutrition Services

POSITION SUMMARY

The Manager of Nutrition Services will play a vital role within our culinary team, working under the direction of the Vice President of Nutrition Services to ensure the smooth execution of daily operations. This position focuses on assisting in production workflows, maintaining accurate reporting, and curating high-quality, scratch-cooked meals that meet organizational standards.

RESPONSIBILITIES

Manager of Nutrition Services responsibilities include but are not limited to:

- Collaborate with the Vice President of Nutrition Services to execute assigned production schedules and ensure timely meal preparation and delivery.
- Collect, compile, and maintain accurate data on meal counts, production metrics, and operational reporting for submission to management.
- Assist in the development and refinement of menus, emphasizing scratch-cooked meals that meet nutritional guidelines and quality expectations.
- Ensure compliance with food safety, sanitation, and organizational standards across all kitchen operations.
- Provide day-to-day operational support, helping streamline workflows, and resolve issues as they arise.
- Support in supervision of kitchen staff during assigned shifts, ensuring adherence to production schedules and proper execution of tasks.
- Maintain inventory accuracy by reporting needs and shortages to the VP of Nutrition Services.
- Act as a liaison between the kitchen staff and the VP of Nutrition, facilitating communication and fostering collaboration.



QUALIFICATIONS

- Previous experience as a Manager or Operations Manager in a high-volume kitchen environment.
- Strong organizational skills with an emphasis on data collection and reporting accuracy.
- A creative approach to menu development and a passion for scratch cooking. Assures all meals served and vended meet or exceed the meal pattern guidelines and standards set by USDA for the CACFP and/or SFSB.
- Familiarity with food safety and sanitation protocols, with a focus on compliance and best practices.
- Excellent communication skills and the ability to work collaboratively as part of a team.
- Flexibility to adapt to evolving responsibilities and reporting structures.

For over 40 years, Heritage Community Initiatives has been committed to positively impacting the socioeconomic mobility of those they are privileged to serve throughout over 75 communities in Eastern Allegheny County. Their distinctive combination of the highest-quality Transportation, Education, and Nutrition programs allows Heritage to be uniquely positioned to continue its long-standing mission for thousands of under-resourced individuals, families, and children in affordable and measurably impactful ways. For more information, visit HeritageServes.org. We are looking for exceptional individuals to join our team of dedicated professionals—nearly 20% of whom have been with us for over a decade.

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.