HOUSE OF HOPE JOB DESCRIPTION

JOB TITLE: Food Production Specialist
STATUS: Non-Exempt, Part-Time
LOCATION: House of Hope, Stuart, FL
REPORTS TO: Food Distribution Manager

JOB SUMMARY: The Food Production Specialist will oversee the operation of the House of Hope Nutrition Center. This position will plan, organize and monitor food production packaging, group Nutrition Center projects, and the safe food handling practices. This includes, but is not limited to, cooking & producing food products for client consumption, processing and packaging fresh produce, creating and reviewing packaging batch records, creating and following Standard Operating Procedures (SOPs), suggest and implement organizational improvements within the food department, creating a detailed weekly/daily packaging schedule. He/she will be a self-directed independent individual who demonstrates intermediate levels of problem solving capabilities and thrives in a fast-paced, highly diverse, team oriented environment.

DUTIES AND RESPONSIBILITIES:
- Coordinate and implement the cooking & production of consumable food products.
- Coordinate and implement the packaging of fresh produce, bulk food, food produced in Nutrition Center or food salvage product.
- Develop and maintain record-keeping and inventory of supplies, equipment, food production and packaging.
- Provide training, guidance and assistance as needed for volunteers. Including oversight of nutrition related group projects.
- Oversee the maintenance, cleaning, and sanitizing of nutrition center equipment and machinery.
- Analyze data to inform operational decisions or activities.
- Purchase materials, supplies, or other resources.
- Explain and enforce safe food handling, safety regulations and policies.
- Act as an ambassador for House of Hope, attend meetings and serve on committees as assigned.
- Provide support to fellow department team members, as well as outside departments, as needed.
- Attend training as requested
- Perform other duties as assigned by supervisor

QUALIFICATIONS:

1. EDUCATION/EXPERIENCE:

High school diploma or GED equivalent required. Minimum 2-4 years of food production and packaging experience in a commercial kitchen or production facility required. Safe Serve Certification required. Food Protection Manager Certification & supervisory experience preferred.

2. KNOWLEDGE, SKILLS AND ABILITIES:

A. Knowledge of clean, sanitary, safe operation of commercial cooking and packaging equipment.
B. Knowledge of food safety, proper cleanliness and sanitization processes.
C. Knowledge of Florida Dept. of Agriculture clean room standards and safe practices.
D. Knowledge of USDA food labeling laws and guidelines.
E. Completion of Food Protection Manager Certification.
F. Ability to organize, set priorities and meet deadlines.
G. Ability to work with volunteers.
H. Ability to exercise good judgment and discretion; maintain confidentiality of clients, co-workers and agency.
I. Ability to relate well to individuals of all backgrounds and socio-economic levels.
J. Ability to communicate effectively with clients, donors, volunteers, co-workers and board members, verbally and in writing.
K. Ability to work independently with a minimum of supervision.
L. Ability to maintain a flexible schedule.
M. Ability to maintain clean, well-groomed appearance and dress appropriately for the position.
N. Must have driving experience, reliable transportation with acceptable insurance coverage and valid Florida's driver's license.
O. Computer proficiency required.
P. Compliance with House of Hope policies and procedures.

3. PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to read, sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools or controls and to reach with hands and arms. The employee also is occasionally required to climb, balance, stoop, kneel, crouch and walk.

The employee must frequently need to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision.

4. ENVIRONMENTAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work in outside weather conditions.

The noise level of the work environment is usually moderate.
Signature indicates that this job description has been read and that the related duties and expectations are understood.

[Employee Signature] [Date]