



*Do you love healthy food? Do you love feeding people well-balanced meals? Do you love kids?
Do you love cooking from scratch? Do you love to be creative in the kitchen?*

If you answered yes to any of these questions, then a job at New Leaf Academy may be perfect for you!

New Leaf Academy is seeking a full-time **Food Services Manager**. The Food Services Manager prepares high quality, from scratch, nutritious food to our 14 students and staff members who work with them. We accommodate dietary restrictions such as vegetarian, dairy free, gluten free, etc. The New Leaf Academy kitchen is more comparable to a homestyle kitchen vs a commercial kitchen and the Food Services Manager works independently while on shift as the sole kitchen employee on staff.

*\$20-23/hour, depending on experience

*\$300 bonus after 3 months of employment

*Current schedule- Fridays-Tuesdays 10am-6pm; Exact schedule can be discussed during interview process

*40 hours/week, full-time, year-round (including some holidays)

*PTO and insurance benefits included (total cost for health, dental, vision insurance is \$55/month for employee)

Responsibilities:

- Creation of weekly menu in accordance with age-appropriate dietary guidelines
- Preparation and serving of nutritious, homemade meals and snacks for approximately 15-20 people, accounting for a variety of dietary needs at each meal
- Ensure that all food preparation, storage, and cleaning methods follow health department regulations
- Weekly ordering and procurement of all needed food, kitchen supplies and needed home supplies
- Manage and monitor food services budget
- Supervision and support of students while they are helping in the kitchen. Adhere to program expectations for working with youth
- Develop and maintain positive, healthy relationships with students

Qualifications:

- Current Oregon Food Handlers Card
- Driver's license and ability to pass background and driving check
- Experience preparing and cooking high quality, healthy food with knowledge of vegetarian, gluten free, and dairy free accommodations.
- Working knowledge of kitchen equipment, nutritional standards and health/safety regulations
- Experience working with youth and ability to hold appropriate boundaries
- Strong communication, organizational and time management skills
- Ability to work independently
- Positive attitude and ability to be a team player
- Experience working in residential setting or cooking for 15+ people preferred

On Call Cook:

An excellent option to pick up cooking shifts on an as needed basis. Shifts are generally 3-6 hours, various days/times. \$21/hour plus additional \$3/hour for short notice (less than 12 hours).

Please contact Human Resources Manager Stacie Fox at sfox@newleafacademy.com or 541-668-7038 if interested.

For more information, please visit our website at www.newleafacademy.com