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## Food Service Manager/Full-time Position

The Jones Center at Ichauway is currently accepting applications for the Food Service Manager position in the Operations Department. The 28,500-acre research center located in southwest Georgia between Albany and Bainbridge. The Center's research, education, and conservation programs focus on ecology and natural resource management. The site includes 16,000 acres of longleaf pine forests, over 1,000 acres of wetlands, and 26 miles of stream and river ecosystems. Further information can be found on the Jones Center's website [www.jonesctr.org](http://www.jonesctr.org)

**Job Requirements:** Major responsibilities include, working with the Guest Services Manager on planning meals and food procurement and ensuring that consistent quality meals are delivered, tracking inventory, maintaining a clean and well organized kitchen, must ensure that cleaning and maintenance schedules are followed. Is responsible for tracking and managing inventory to Serve Safe Food and Chemical Storage Protocol. Will function as the back up to the Guest Services Manager and perform other duties as needed or as assigned.

### Qualifications:

- Culinary Training and/or Kitchen Management Experience preferred
- Experience in all aspects of managing a commercial kitchen
- Proficient Computer Skills
- Experience in Inventory Control and Food procurement
- Ability to multitask and delegate on an ongoing basis
- Excellent knowledge of food handling and preparation
- Strong base of culinary knowledge with great attention to detail
- Strong organizational skills and ability to create systems of organization
- Ability to organize and prioritize workload to meet deadlines
- Must present self in a professional, pleasant, and well-groomed manner
- Must be/become Serve Safe Certified

**To Apply:** Email a cover letter, resume, and list of at least three references with contact information to: [jobs@jonesctr.org](mailto:jobs@jonesctr.org) Subject: Food Service Manager. Questions regarding the position should be emailed to [terri.underwood@jonesctr.org](mailto:terri.underwood@jonesctr.org). Applications will begin immediately and received until the position has been filled. Competitive salary with an excellent benefits package that includes a retirement plan, health, dental & vision insurance. Work schedule is primarily Monday – Friday, with occasional evenings and weekends. On-site housing may be an option after probation period.

The Jones Center at Ichauway aspires to fully embrace equity, diversity, and inclusion. We reject all forms of racism including overt and systemic, prejudice, discrimination or hate toward any race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, socioeconomic class, religion, or professional status. The Jones Center at Ichauway is an equal opportunity/affirmative action E-Verify employer.