



EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 300 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Food Manager

Department: Finance

Reports to: Deputy Director of Finance

Hours: Full-time. This position will require a flexible schedule to accommodate early morning and/or evening hours.

Responsibilities:

- Collaborate with program directors and nutritionist to maintain nutritional, health, and portion serving requirements.
- Collaborate with program directors and kitchen staff to analyze food purchases, inventory, and usage.
- Establish appropriate budgets for food purchases in coordination with program directors and contracts.
- Identify vendors and negotiate contracts for food purchase based on program requirements and budget.
- Establish and maintain perpetual inventory for all programs with food purchases.
- Additional duties related to inventory management as assigned.

Qualifications:

- Bachelor's Degree in related field.
- Demonstrated experience in inventory or food management.
- Demonstrated experience in budgeting and negotiating contracts with vendors.
- Excellent computer skills, especially Microsoft Word and Excel.
- Excellent organizational ability and interpersonal skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Ability to travel to multiple sites within the East Harlem community.
- Knowledge of Child and Adult Care Food Program (CACFP) a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:

hr@unionsett.org

Please indicate Food Manager in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER