



JOB DESCRIPTION

Job Title: Nutrition/Food Service Manager
Reports To: Director
Salary Minimum: DOE

Department: Wellness Center
Employment Status: Full Time, Exempt, Sensitive
Driving Classification: Valid Driver's License

Summary: To perform the job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Under the general supervision of the Director and in line with the mission and goals of the Fort Mojave Wellness Center, the Nutrition/Food Service Manager will provide support and guidance to clients on an individual and group basis, present, motivate/coach, instruct and assist in healthier cooking demos/classes and assist with various projects and wellness events. Seeking a self-motivated, enthusiastic, health professional who would like to partake in creating a sustainable health and wellness program for the Fort Mojave Community

Essential Duties and Responsibilities:

- Facilitate cooking classes and workshops.
- Provide nutrition/culinary advice to clients.
- Create trusting relationships with and between clients, community and staff.
- Develops, coordinates and conducts exercise, nutrition, culinary skills, food safety, cooking classes and other related activities.
- Stay current on issues and trends relevant to child/adult/elderly obesity, obesity related diseases, nutrition fitness, behavioral wellness, diet trends and food safety.
- Serves as a role model with promotion and participation in health and wellness activities.
- Develop unique and cuisine appropriate menus.
- Collaborate and work respectfully with Fort Mojave administration, wellness team, medical providers and partners to provide excellent health and wellness care for all clients.
- Foster partnerships with the schools.
- Oversee day-to-day productions and operations in the kitchen which includes the planning and direction of all food preparation, menus and healthier recipes.
- Conducts, coordinates and supervises inventories and maintains stock levels.
- Maintaining the kitchen and surrounding areas in conditions that meet company standards and health code regulations.
- Demonstrates skills in public speaking, presenting, writing, computer software (Word, Excel, PowerPoint) and has open communication.
- Must have excellent customer service skills.
- Must demonstrate ability to manage time, multi-task, problem solving, plan/implement and evaluate various projects and responsibilities as assigned.
- Performs other duties as assigned.

Minimum Requirements

- Associate's Degree in Nutrition Science, Health & Wellness, Health/Fitness Education, Public or Community Health, Culinary Arts or related degree. 3-5 years experience of related work experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties.
- Preferred: Bachelor's degree in Nutrition Science, Health & Wellness, Health/Fitness Education, Public or Community Health or related degree.
- Advanced culinary skills including food prep, flavor pairings and other cooking best practices.
- Administrative and technology skills adequate to build course materials.
- Ability to develop tasteful and healthier recipes.

- Passion for healthy cooking and nutrition education.
- Knowledge of basic health, nutrition, fitness and behavior change is preferred.
- Knowledge of obesity and chronic disease that are common in American Indian/Alaskan Native populations.
- Some knowledge of Fort Mojave history, traditional foods, lifestyle and culture/language. Not required but preferred.

Education

High School Diploma or GED

Experience:

4-6 years of relevant industry experience at a chef level or higher with related management experience.

Certificates and Licenses:

- Current CPR/First Aid/AED certification (**required within the first 3 months of hire**).
- Group exercise certification (minimum of one).
- Food handlers permit, ServSafe preferred. Other certifications as assigned/needed.
- Valid Driver License.

Benefits:

- Medical, Dental and Vision plan
- 401 (k) Retirement Plan

Physical Demands:

- Lifting in excess of 50 lbs
- Equipment
- Weights
- Supplies

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.