



Healthy Food Manager

Position Summary:

Reporting to the Managing Director, the Healthy Food Manager will be responsible for establishing relationships with local vendors and sourcing healthy snack and meal options for our youth participants. They will also be in charge of catering services for events and meetings. This is a PT position Monday-Thursday (2:00 pm-6:00pm) Fridays (3:00pm-7:00 pm).

About us:

Headquartered in Oakland, CA, we are a one-of-a-kind, youth-driven media production company with partners including NPR, The New York Times, Pandora and Teen Vogue and an amazing range of creators and audiences. We are the winner of multiple journalism honors including the Peabody, Columbia-Dupont, Kennedy, Murrow, and White House Arts and Humanities Awards.

Position Responsibilities:

- Plan meals for Youth Radio participants utilizing sound nutritional practices; meal planning, patterns, and portions; plan meals and a variety of foods that are attractive and appealing to youth ages 14-24 and take into account children's nutritional and cultural practices; work with parents and staff to provide special menus as needed; prepare and post daily/weekly menus.
- Follow all guidelines related to sanitation and food safety; follow personal safety guidelines with regard to hand washing and health practices
- Coordinate with supervisor in menu planning, food ordering, food preparation, record keeping
- Ordering, receiving and monitoring food; maintain receipts of food purchased; reconcile food ordered, food consumed, and food left over; maintain appropriate records necessary to meet all reporting requirements.
- Perform a variety of record keeping duties related to program activities and services; maintain records related to number of children attending daily and served daily as well as number of meals, by type, served daily to enrolled children; maintain allergy statements and other records regarding any other medical problems of children.
- Provide catering services for events such as staff meetings, board meetings and other receptions, and negotiate details of arrangements with designated staff
- Participate in curriculum planning activities; develop cooking projects introducing new foods
- Inform management staff of program activities and operations including foods ordered, planned, and consumption of foods.
- Perform related duties as required.
- California food handlers card preferred but can acquire post hire

Contact:

To apply send resume and cover letter, to hr@youthradio.org. Please put "Healthy Food Manager" in subject line. No calls please. Youth Radio is an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.