

## **Applicants Wanted: Food Department Manager**

Since 1991, Canyon REO has worked with private Grand Canyon boaters to provide the support and supplies for an unforgettable wilderness trip. While many experienced boaters have the skills to raft through the Grand Canyon, few have the necessary equipment, food packing experience, or desire to plan the logistics of a 16-30 day river trip. Planning a Grand Canyon trip is a massive undertaking and often takes place over one to two years. Canyon REO has developed and refined a program to provide equipment, food, shuttles, and logistical support to these boaters. We make the long process of planning a private Grand Canyon river trip smooth and easy.

The Food Department Manager is a 30-40 hour a week position that is responsible for all food operations at Canyon REO. They work with clients to design meal plans schedule food packs and department hours, procure food, maintain the meal database, accommodate dietary needs, and manage the department and staff.

### **JOB RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Maintain commercial food room cleanliness and organization to optimize efficiency.
- Assure all state and local licensing for kitchen is up to date.
- Create schedule for packing trip dry and fresh packs in conjunction with Food Room Assistant.
- Pack food boxes for 16-30 day rafting trips and supervise staff during the packing process.
- Wash dishes and assist in maintaining food room cleanliness.
- Stocking food per FIFO.
- Read and interpret recipes and packing lists.
- Measure food according to recipes.
- Establish a portion control system to balance guest satisfaction and cost effectiveness.
- Forecast food purchases according to upcoming schedule of custom river trips.
- Make trips to store to buy any additional food as necessary.
- Communicate with clients by phone and email regarding their custom food pack.
- Design custom and standard client menus with Food Room Assistant.
- Place food orders weekly to guarantee freshness, proper stock for every trip and waste prevention.
- Maintain tight control on expiration dates.
- Maintain and build vendor relationships.
- Organize and maintain weekly food room staff (3) workload scheduling.
- Maintain quality and health standards while working to meet budgeted financial goals and monitoring performance in relation to goals.
- Work positively and effectively as part of a team environment.
- Obtain Food Handler Management License and apply proper food handling/storage at all times.
- Work a varying schedule based on client needs.

### **EDUCATION:**

**Required:** College level writing and communication skills

**Preferred:** Bachelor's degree

**EXPERIENCE:**

**Required:** Inherently well organized with attention to detail.

**Preferred:** Expedition style river trips, Grand Canyon river experience, menu planning, food packing, cooking, and love of food.

**SKILLS & ABILITIES:**

This position requires extreme attention to detail to ensure the Food Room runs smoothly and food packs are completed flawlessly.

- Extreme attention to detail when entering menus, placing orders, shopping, and packing
- Highly organized with excellent planning skills
- Computer literacy, minimally with Microsoft Office
- Communicate in a professional, clear, and knowledgeable manner with clients
- Professional and cooperative demeanor to work with other Food Department staff
- Will do attitude
- Ability to drive
- Must be available some weekends and holidays and adapt to schedule demands

**Primary Location:** Flagstaff, Arizona

**Work Location:** Canyon REO 1619 N. East St. Flagstaff AZ, 86004

**Job:** Food Department Manager

**Schedule:** 30-40 hours a week

**Pay:** \$22.00 - \$25.00 an hour starting wage

**Perks:** Flexible schedule and time off during slow seasons

**HOW TO APPLY:**

Please email a resume, cover letter, and references to: [info@canyonreo.com](mailto:info@canyonreo.com), with "Food Manager Application" in the subject line.