



Capable individual needed to oversee all kitchen, pushcart, catering and vending operations of a lively local non-profit's food and beverage enterprises. Individual must be willing to have a hands on approach to assist homeless clients in gaining job skills by providing methods, standards and on-site supervision. Project Place has served adults experiencing homelessness for more than 42 years and is an Equal Opportunity Employer. Position includes competitive pay commensurate with experience, 401K with employee match, health and dental cafeteria plan, and generous vacation, sick and holiday allowances.

**Job Title:** Food & Beverage Manager  
**Reports to:** Director of Social Enterprise  
**Position Type:** Full Time

**Responsibilities Include:**

- Manage daily kitchen and pushcart activities including quality food preparation and client training for a line of homemade foods sold in various Boston venues
- Oversee preparation and serving of daily nutritional lunch program for agency clients
- Maintain and grow catering operations including solicitation, execution and management of business accounts, development of catering menu and maintenance of food quality
- Manage daily vending business including servicing of various machines throughout the Boston area, product inventory and delivery
- Be a willing, patient and engaged supervisor who can work directly alongside kitchen staff for training purposes
- Assist with enterprise scheduling, planning and execution in accordance with contract and quality standards
- Continually improve upon established policies and procedures while striving to maximize efficiency and bring innovation and flexibility to the position
- Other tasks as assigned by the Director of Social Enterprise

**Qualifications:** Must have a minimum of four years experience in the restaurant industry, specific to food preparation. Catering experience a plus. Supervisory experience preferred. Good organizational and time management skills a must. Sensitivity to issues surrounding homelessness and passion for organizational mission required.

***Please send information to:***

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