

ServSafe Manager Duties

Report at 2:30pm for Dinner Service

The primary and most important duty of the ServSafe Manager is to ensure safe food handling procedures are maintained whenever food is being prepared and served at the Soup Kitchen. This includes, but is not limited to, ensuring hands are washed properly, gloves are worn/changed as appropriate, food is heated to / maintained at the correct temperature, to ensure time/temperature abuse is avoided, and correcting / educating guests and ODB cooks to correct food safety procedures. Also, the ServSafe manager is responsible for handling any issues that may arise in the dining room.

1. Open/unlock building. Sweep front ramp, if necessary.
2. Complete Opening Checklist (lights on, mini blinds open, adjust thermostat, unlock back door, log refrigerator/freezer temperatures, put sign out, ensure pilot lights on range are lit).
3. Ensure there are sufficient copies of logs available (Guest Log, Take Out Log, & Volunteer Sign In).
4. Put away clean dishes.
5. Make 4 pitchers each of ice tea & lemonade.
6. Prepare desserts for serving.
7. Ensure beverage table has sufficient supplies (creamers, sugar, sweetener, cups).
8. Make wash/rinse/sanitizing buckets for kitchen & dining room. Replenish at end of meal service with fresh for cleaning crew (to maintain proper temperature)
9. Ensure kitchen has appropriate plates/bowls/carry-out containers.
10. Write menu on white board.
11. Put out "Meal provided by" cards for servers to put in frames.
12. Select appropriate name tags for the day and put on kitchen pass through.
13. Monitor Cooks for food safety compliance.
14. Monitor Dining Room Manager (or if none, act as Dining Room Manager).
15. Take orders for Take Out Meals and convey to the Kitchen. Distribute.

16. Distribute Grocery Bags on Fridays. Distribute other items, as appropriate, at meals.
17. Monitor Dishroom & Clean Up volunteers.
18. Dishwasher Set Up (perform 4:00 pm for dinner)
Place the heater reservoir plug lever in the down position
Put the dishwasher doors in the down position.
Toggle the machine power switch ON.
Toggle the Auto Fill switch to ON.
DO NOT OPEN DISHWASHER DOORS for 20 minutes.
Turn on Exhaust Fan
After 20 minutes, if the Wash Water gauge has reached at least 150°, proceed to cycle the dishwasher. If the temperature does not reach 150°, DO NOT USE the dishwasher. Shut down per instructions.
19. Note, on white board in office, any items for purchase.
20. Ensure steam table is emptied and turned off and all surfaces are wiped/sanitized.
21. Log statistics for the day in Office. Complete ServSafe Manager Report.
22. Check Donation Box – put cash in cash box.
23. Complete Closing Checklist (bring in sign, mini blinds closed, adjust thermostat, lock back door, ensure range fan/light are turned off, ensure coffee pot is turned off, ensure steam table is turned off, ensure dishmachine is off, turn off lights, lock front door).