

Director of Food Service

Date:	6/1/2019
Department:	Food Service
Reports To:	Vice President for Finance and Administration
Purpose:	<ul style="list-style-type: none"> ▪ Plan, coordinate and supervise the preparation and serving of regular and special event meals for the college ▪ Lead, train, and guide all food service staff ▪ Maintain a clean, safe kitchen and dining hall in accordance with state and local regulations ▪ Create and ensure departmental vision, goals and policies are followed within the institutional context
Indicators of Success:	<ul style="list-style-type: none"> ▪ Offer a variety of nutritionally-balanced, cost-effective meals and catered events that appeal to a wide variety of tastes and are presented in an appealing and safe manner ▪ Clear communication of goals, policies, and expectations to the staff ▪ Professional, efficient, and customer service orientated staff. ▪ Maintain cleanliness and safety of all food service areas and equipment.
Areas of Responsibility:	<p>Financial</p> <ul style="list-style-type: none"> ➤ Planning, and budgeting ➤ Monitor and maintain food and labor expenses within budget ➤ Manage contracts and vendor relations ➤ Purchase and receive vendor orders <p>Food Preparation</p> <ul style="list-style-type: none"> ➤ Menu planning of variety of nutritionally balanced, cost-effective meals ➤ Oversee food preparation and presentation ➤ Maintain product and service quality ➤ Provide options for special dietary needs <p>Personnel Management</p> <ul style="list-style-type: none"> ➤ Hire, schedule, encourage, and evaluate 50 plus employees ➤ Train employees on workplace safety, food safety, and job responsibilities ➤ Settle personnel conflicts ➤ Identify and develop employee strengths <p>Off-site Services</p> <ul style="list-style-type: none"> ➤ Catering – plan, coordinate, execute and oversee special events and requests <p>Miscellaneous Responsibilities</p> <ul style="list-style-type: none"> ➤ Continuous quality improvement advocate ➤ Monitor and improve atmosphere in kitchen and dining room ➤ Ensure all equipment is properly maintained and upgraded/replaced as needed ➤ Consult with outside experts ➤ Record keeping and legal requirements
Requirements	<p>Excited about a ministry in Christian higher education</p> <p>Experience and Certification Requirements</p> <ul style="list-style-type: none"> ➤ Experience in an institutional kitchen, like experience in food service industry ➤ Demonstrated leadership and management abilities ➤ Basic financial skills ➤ Excellent customer service, and communication skills ➤ Handle unexpected situations calmly and efficiently ➤ Work independently and efficiently in a fast-paced environment ➤ Obtain Serve Safe® food handlers safety certification required <p>Physical Requirements</p> <ul style="list-style-type: none"> ➤ Ability to regularly perform tasks that involve repetitive hand and arm motions and standing for extended periods of time ➤ Ability to lift and carry 25 lbs. unassisted and team lift objects heavier than 25 pounds ➤ Ability to work in rooms with high temperatures and in refrigerated storage areas when necessary