



KIEVE WAVUS

E D U C A T I O N



Food Services Director

Summary

The Food Services Director is the leader of their department and essential to providing high-quality food across our campuses and programs. They hire and lead all Food Services staff, and work to ensure our industrial kitchens and dining areas operate efficiently and safely. They must work collaboratively with other directors and be able to operate in Food Services in whatever capacity is needed.

Mission

Kieve Wavus Education empowers people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

Qualifications

Bachelor's Degree or equivalent and significant food services and hospitality experience. An organized, positive leader capable of hiring, teaching, and motivating a team with varying abilities and experience. Outstanding work ethic and flexible to serve a wide range of programs and clients. ServSafe certified and talented in food preparation.

Responsible to: KWE Director

Primary Responsibilities

Pasquaney, Jewell, Kennedy Learning Center: Ensure that our dining areas and industrial kitchens prepare and serve excellent food while meeting compliance standards. Responsible for coordinating menu creation with program directors, food ordering, preparation and storage, and the sanitization of those spaces. Proactively hire a competent staff to serve roles ranging from food preparation to dishwashing. Schedule staff appropriately and maintain a positive work environment.

Programs: Collaborate with other directors to ensure meal times are scheduled appropriately and that additional support needed for preparing, serving, or cleaning is coordinated in advance. Seek opportunities to engage and teach program staff and participants as appropriate; Food Services are arguably the most important part of our operation and should also be a space that educates others and empowers our employees. Serve as the point person for Retreats and Events that do not require our direct facilitation.

Operations: Work with the Maintenance & Facilities and Hospitality Directors to ensure that the Food Services spaces are maintained to the highest standards, cleaning areas and repairing items when able and delegating all other needs in a timely manner. Work as a team to ensure that we operate efficiently and effectively.

Healthcare & Risk: Prioritize food safety practices and work with the Healthcare & Risk Director and Program Coordinator to fully learn the needs of employees and participants in advance. Creatively prepare food to limit waste while serving a wide range of dietary needs. Maintain a safe Food Service environment and proactively meet industry and compliance standards. Fully understand emergency response procedures and complete training as needed.

Support of the Organization: Kieve Wavus Education is an educational nonprofit that requires a highly dedicated team to function. Each employee should understand our mission and be ready to do work not specific to their job description in order to fulfill it.