



**Kieve Wavus Education  
Associate Director of Food Services**

**Qualifications**

Associate's Degree or equivalent experience and education with at least five years professional experience; demonstrated ability to develop strong relationships and to manage a team of colleagues with a track record of success; independent self-starter with ability to manage multiple competing priorities; strong organizational, analytical, and communication skills, including comfort presenting to and interacting with Trustees, committees, clients, and other key constituents; able to work independently while effectively supporting departmental goals; strong community and environmental ethic; strong character and integrity with an ability to manage confidentiality; and a passion for the mission of the organization.

**Summary**

The Associate Director of Food Services is responsible for the primary care and oversight of the food service facility at the Wavus campus and works closely with the Food Services Director to establish protocols and practices and manage the broader Food Services team. This person will collaborate often with the Wavus Camp Director, the Wavus Campus Coordinator and Director of Veterans' Camps, the and the KWE Director and Associate Director. This person is integral in supporting the coordination, preparation, and delivery of healthy and nutritious meals for Kieve Wavus Education programs on a year-round basis, especially on the Wavus Campus.

**Responsible to:** Director of Food Services

**Primary Responsibilities**

*Food Services*

In collaboration with the Food Services Director, this person independently leads the Food Services team at the Wavus campus, creating menus in collaboration with program leadership, while effectively managing, scheduling, ordering, communicating, organizing, and producing quality meals for all campers, clients, and staff throughout the year. While the Wavus campus Food Services team will be their primary responsibility, this person will support Food Services on either campus as directed by the KWE Director and Food Services Director, providing significant support for fall TLS Residential programs at the Kieve campus.

*Resource Management*

Must have awareness of food costs and current inventory to minimize overall waste. Creative in menu design, inventory management, and meal preparation to ensure the maximization of resources while continuing to address a wide range of camper, client, and staff dietary needs.

*Leadership*

Direct the team of Food Service team at Wavus, providing and communicating work to be completed and establishing priorities to complete tasks in a reasonable timeframe and at the highest quality possible. Motivate and inspire by empowering others and leading by example. Model that Food Services work is essential to the organization and may occur at unusual hours on any day of the week.

### *Retreats and Events*

Support the Food Services needs of retreats and events, assisting in menu development and food utilization based on number of guests, nutritional value, dietary restrictions, palatability, popularity, and cost. Assist with the setup and breakdown as appropriate.

### *Safety, Risk Awareness, and Compliance*

Work with Program Directors, the Maintenance & Facilities Director, and the Healthcare & Risk Director to maintain the kitchen, both in cleanliness and function in compliance with applicable codes, regulations, and industry standards, attending all relevant training and attaining appropriate certification to be a Food Services leader. Alert the appropriate Directors to any hazardous conditions or environments and take steps to resolve them, always maintaining familiarity with the KWE Emergency Response Plan to ensure there is preparedness amongst Food services to fulfill applicable roles within that plan.

### *Administrative Tasks*

Maintain required records and manage the approval of bills as required by the Business Office. Train the Wavus Camp Tripping Director to create and complete food orders and support their recordkeeping process and understanding of Food Service policy and protocols. Support the Food Services Director in the maintenance and updating of departmental needs and standards.

### *Various related responsibilities in support of the organization*

Kieve Wavus Education is a large organization with many programs and functions operated by a small and dedicated team. As such, from time to time all employees may be asked to perform duties in support of the organization that would not typically be associated with their job title or description. It is expected that all employees be willing to help support and further the mission of the organization in whatever way necessary, including tasks that may be outside their normal responsibilities.