

Date: 8/2/19

Title of Job: Food Services Director

Company Name and Location: Shelterwood Academy, Independence, MO

Part Time or Full Time: Full Time

Duties:

- ☑ Adheres to USDA guidelines.
- ☑ Responsible for monitoring and documentation all aspects of the DESI lunch program.
- ☑ Responsible for enforcing health codes and safety regulations.
- ☑ Experienced chef with well-developed palate, experience with volume production of 'made from scratch' meals.
- ☑ Manages all catering events.
- ☑ Develops and tracks training program for all kitchen positions.
- ☑ Supervises the management, training and documentation of kitchen staff.
- ☑ Maintains the organization of the kitchen.
- ☑ Orders food and supplies and completes and oversees maintenance requests.
- ☑ Provides direction and documentation for weekly food production.
- ☑ Creates and oversees the kitchen budget.
- ☑ Adheres to DESI documentation, policies and procedures.
- ☑ Adheres to JACHO standards, documentation, policies and procedures.
- ☑ Adheres to Shelterwood's documentation, policies and procedures per state licensing requirements.

Supervision Responsibilities:

- ☑ Oversees kitchen employees and their job responsibilities.
- ☑ Develops culinary training for all kitchen positions.
- ☑ Conducts and documents employee reviews.

Skills Needed:

- ☑ Time management and organizational skills.
- ☑ Willingness to guide others in a team-oriented environment.
- ☑ Must be able to communicate clearly with Director and personnel.
- ☑ Able to work cooperatively with other Directors.



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☑ Experience in Food Service leadership.

Work Environment:

The job requires physical endurance as well as mental determination. Ideal candidate works well under pressure, in variable temperatures and level of noise.

Physical Demands:

Physical demands include lifting and carrying 50#, moving heavy trays of product, being on one's feet for long periods, loading and unloading heavy objects from hot ovens.

Job Hours:

Monday through Friday – 40hrs/wk.

Must be available for two special event weekends per year.

Qualifications Needed:

PrimeroEdge software experience preferred

USDA/DESI experience preferred

5 years professional experience in kitchen preparation and cooking.

3 years professional kitchen management experience.

3 years catering experience.

How to Apply: Email resume to clangford@shelterwood.org

Salary: DOE \$40,000-52,000.00

Company Website: www.shelterwood.org