



## Director of Food Services

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<b>TITLE:</b>	Director of Food Services
<b>SUMMARY:</b>	Under the general supervision of the Executive Director, the Director of Food Services serves as a member of the Zephyr Point Leadership Team while overseeing all Food Service Operations for Zephyr Point Presbyterian Conference Center. The Director of Food Services plans for and implements an innovative and healthy food-service program while managing its staff, kitchens, inside and outside dining areas, meal service and catered operations, all while fostering a caring, respectful, and welcoming atmosphere with guests and staff alike.
<b>STATUS:</b>	Full-time
<b>CLASSIFICATION:</b>	Exempt
<b>REPORTS TO:</b>	Executive Director
<b>DIRECT REPORTS:</b>	Up to 20 full-time and part-time employees including a Food Services Manager and Baker

### DUTIES AND RESPONSIBILITIES:

- A. Manage and lead the Food Services Department through administrative duties such as selection, training, and supervising staff; develop and refine departmental teamwork, cross-training for food services skills and exemplary guest service
- B. Conducts performance evaluations that are timely and constructive, providing recommendations for promotion and salary adjustment as appropriate
- C. Supervises assigned staff to ensure that work meets quality standards and adheres to specifications
- D. Handles discipline and termination of employees as needed and in accordance with company policy
- E. Adhere to budgetary limitations; maintain and evolve systems for inventories, menus, food and labor cost; maintain all costs within approved budget guidelines
- F. Assist the Executive Director as deemed necessary on special projects such as budgeting, developing new methods for service, logistical solutions, pricing, menus, trends, personnel matters, and other topics
- G. Oversee ordering, purchases and inventories
- H. Maintain a safe working environment to ensure compliance with industry standards
- I. Establish and maintain food-safety and food-handling procedures (ServSafe)
- J. Maintain and orient staff to Workplace Hazardous Materials Information System
- K. Lead department meetings and attend cross-department and all-staff meetings to share pertinent information; participate on committees as needed
- L. Stay abreast of all food-related allergies for staff and guests and provide menu alternatives

- M. Approve food-service staff schedules and projected labor cost weekly/monthly and their compliance with budget
- N. Schedule and conduct inspections of all food-service facilities, maintaining inspection punch list, action plans, and follow-up documentation, to ensure facilities are maintained to ZPPCC and state/county standards of safety and quality
- O. Oversee daily menus based on guest counts and any special considerations, establishing volumes and portion controls, and plan for leftovers and inventory control
- P. Oversee the cleanliness of kitchens, all inside and outside dining and serving areas, and equipment to meet/exceed ZPPCC, state, and county health standards at all times
- Q. Maintain files of menus served and recipes
- R. Report all malfunctions of equipment, make repairs or coordinate repair with Maintenance Director, and/or make recommendations for additional or replacement equipment to Executive Director
- S. Other duties as assigned\*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- A. Ability and willingness to commit to and display the mission/vision/values of ZPPCC
- B. Ability to plan for and provide a varied and cost-efficient menu, including diet restricted and culturally/age diverse guests
- C. Ability to work collaboratively and efficiently as both a team leader and a team member.
- D. Ability to effectively manage and motivate team members.
- E. Ability to communicate effectively both written and orally.
- F. Intermediate computer skills to include knowledge of Microsoft office (including excel), and the ability to learn and use company software.
- G. Ability to utilize skills, training and experience in the use of kitchen equipment, food service techniques, food costs and controls, labor costs and controls, labor standards and safety, stock inventory and food handling and storage.
- H. Ability to analyze and solve problems efficiently and effectively.
- I. Ability to communicate with staff, peers and guests utilizing interpersonal skills.
- J. Ability to demonstrate fluency in reading, writing, and speaking English.
- K. Ability to maintain high functioning sense of time and priority management, with ability to easily handle last-minute changes and to meet deadlines; ability to carry out detailed plans, establish priorities, organize and process heavy volumes of work

### **QUALIFICATIONS:**

- A. College degree in a related field or a culinary degree, required.
- B. At least five (5) years of experience in food service management, required.
- C. At least five (5) years of supervisory experience in a leadership role, required.
- D. Food Handlers Safety Certificate obtained and maintained, required.
- E. Valid Drivers License, required.
- F. Bilingual in Spanish, preferred.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit for long periods, stand, walk, use hands to finger, handle or feel, grasp and hold and cut; see, talk, hear, and may frequently stand for long periods of time. The employee frequently is required to reach with hands and arms. The employee is occasionally required to twist, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently walk upstairs and inclines and lift and/or move up to 15 pounds, and infrequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to walk on unstable grounds and infrequently up to a mile within and around the camp/conference center. Occasional driving a vehicle is required.

## MENTAL DEMANDS

The essential functions of the position requires the ability to read and write complex material, perform simple and complex math calculations, and the ability to perform simple and complex tasks; perform clerical functions, compile and analyze information; coordinate activities, supervise and instruct others; follow instructions, influence others, meet time requirements, memorization, problem solving through use of independent judgment and decision making skills.

## WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud, work will entail the use of computer equipment. The employee works alone, with others, around others, with verbal and face-to-face contact. Ability to work a flexible schedule including weekends, evenings and holidays.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, to moving mechanical parts, toxic or caustic chemicals, outside seasonal weather conditions, and risk of electrical shock.

**\*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center.**

Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

## Zephyr Point

**Mission:** Inviting all to experience God through education, exploration, & inspiration.

**Vision:** A center of excellence cultivating spiritual growth, recreation, and learning  
in an inclusive environment of natural beauty, hospitality, and peace.

**Values:** Serving with love; Creating community; Caring for and learning from Creation; Engaging  
the mind, refreshing the body, nurturing the soul; Welcoming all people

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_