



Northern Virginia 4-H Educational Center

Position Description and Fact Sheet

Food Service Director

General Description

Under the supervision of the Center Director, and in alignment with the mission of the Northern Virginia 4-H Educational Center, the Food Service Director will oversee all aspects of food service operations including, but not limited to: menu planning, food and supply ordering, meal preparation/service/clean-up, staff supervision and scheduling, health code compliance, and budget preparation and adherence.

This is a hands-on position that requires excellent collaboration and communication with staff and guests. A positive attitude and willingness to accept feedback is essential.

Primary Responsibilities

- Plans, directs, and evaluates all aspects of the day-to-day food service operations.
- Create custom menus for user groups that align to their unique allergy, aversion, restriction, and budget requirements.
- Order, receive, and inventory all food and non-food items necessary for successful operation and upkeep of the dining operation and facilities, within budget guidelines.
- Directly lead or oversee food preparation, display, service, attendance, and clean-up.
- Hire and schedule kitchen assistants to adequately support food service demands, within budget guidelines.
- Train kitchen employees in safe food handling procedures including storage, preparation, service, and labeling, in accordance with all applicable state and/or local health codes.
- Ensure compliance with all applicable state and/or local non-food health codes related to temperature documentation, surface and equipment sanitizing procedures, egress requirements, etc.
- Track expenses and usage to maintain a "per-plate" budget as determined in coordination with the Finance Director and Center Director.
- Collaborate with Center Director to evaluate safety, functionality, and efficiency of food service equipment and appliances.

Effect on End Result

- Evaluative data will overwhelmingly reflect a positive dining experience.
- Food safety and sanitizing procedures meet and exceed minimum standards.
- Food service operations function effectively within budgetary requirements.

Skills/Requirements

- At least 2 years of experience in food service operations at management level, preferably in a commercial kitchen.
- Current Food Safety Manager Permit
- Must have expertise in accommodating for food allergies and/or dietary restrictions
- Ability to use multiple technology options for food and supply ordering
- Ability to use Microsoft Excel spreadsheets for budget and usage tracking
- Must be detail-oriented with heavy emphasis on food and facility safety
- Must be organized with the ability to multi-task
- Exceptional customer service/hospitality skills

Additional Expectations

- The Food Service Director will at times work more than 40 hours in a given week. Schedule will depend upon needs of user groups and will require frequent weekend work. This is a professional management position, and it is expected that the Food Service Director may work beyond the regularly scheduled hours without additional compensation in order to provide supervision for the food service operation.
- Some local travel to purchase food or to arrange for food service related activities will be required as a normal part of the job. Travel reimbursement will be made on a monthly basis by the 4-H Center bookkeeper upon receipt of a travel report form. It is expected that the employee must keep a daily travel log and the employee is responsible for keeping travel within budget limitations. Reimbursement will be made for business travel only according to IRS policy. Travel from home to the Center may not be claimed.

Compensation

- Annual salary to be paid on a bi-weekly schedule.
- Checks are paid directly by Northern Virginia 4-H Educational Center.

Other Benefits (further defined in Employee Handbook)

- Subsidized group health insurance
- Vacation Leave
- Paid Holidays
- Administrative Leave
- Sick Leave
- Bereavement Leave
- Military Leave