



## Director of Food Service

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our Director of Food Service. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed Staff Application to Calvary University at [humres@calvary.edu](mailto:humres@calvary.edu) or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title:	Director of Food Service
Department:	Food Service
Reports To:	Chief Operations Officer
FLSA Status:	Full-time, non-exempt
Salary Range:	\$45,000 - \$48,000

### Job Summary

The Director of Food Service oversees the entire food service department with the goal of providing nourishing meals for students, faculty, staff, and other groups during the Fall and Spring semesters and potentially during the Summer.

### Job Responsibilities

1. Skillfully supervises kitchen personnel and food service operations
2. Skillfully follows recipes to prepare soups, salads, desserts, breads, main dishes, and side dishes from scratch
3. Has a basic knowledge of foods and is able to research and answer basic food-related questions
4. Demonstrates compliance with regulations imposed by the Cass County Health Department and enforce those regulations with subordinates
5. Determines corrective action for a wide variety of personnel and food-related questions
6. Has a thorough knowledge of food items available and in inventory, understands basic inventory and ordering procedures, including inventory requirements and storage location
7. Shuts down the facility after the day's last meal and at the close of semester
8. Understands the basic concepts of menu planning as they relate to nutrition and customer appeal
9. Knows the common food allergens and how to shop for, prepare, and prevent cross-contamination in preparing food for special diets.
10. Understands Department Manual and is in full compliance with its requirements

### Job Qualifications

1. Required Qualifications
  - a. Successful restaurant or cafeteria management experience
  - b. Be at least 25 years old
  - c. Have one or more years of college
  - d. Able to maintain a good working relationship with customers, vendors and staff
  - e. Strong administrative skills
  - f. Basic Excel, Outlook, Word, and Google Chrome

- g. Good team player
  - h. Strong customer service skills
  - i. Able to stand for long periods of time
2. Preferred Qualifications
- a. Culinary training
  - b. Basic mechanical skills
    - Able to lift and transfer 80 lbs.

*Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status.*