

**Position Description: Director of Food Services**

**Effective: December 2021**

**Reports to:** Sales & Hospitality Manager

This is a regular, year-round full-time position located at Schoodic Institute at Acadia National Park in Winter Harbor Maine.

**About Schoodic Institute:** Schoodic Institute at Acadia National Park is a 501(c) 3 non-profit organization. The mission of Schoodic Institute is to advance ecosystem science and learning for all ages through its unique partnership with Acadia National Park. The Institute's goal is to be the national leader for research that inspires environmental stewardship. From its Acadia National Park campus, the Institute engages scientists, educators, students, and the public in research and learning. Schoodic Institute's programs build understanding and appreciation for science and the natural world and contribute to addressing complex challenges in a changing environment.

**Primary Responsibilities:**

Lead the food service team in providing healthy, high-quality, satisfying food for Schoodic Institute guests and students. Must have ambition to lead and create a food system that relies on local food to the extent practical, including increasing and managing relationships with local farms and suppliers. The food systems manager will be responsible for all aspects of menu planning, budgeting, purchasing, food preparation, food safety, presentation, and service, including supervision of the food service team. May oversee meals or beverage and snack services for small groups up to events of several hundred guests; the Schooner Commons dining facility routinely accommodates up to 120, and may serve meals seven days a week and on some holidays. Must represent Schoodic Institute professionally and place an emphasis on customer service.

**Major duties:**

Establish procedures to produce and prepare locally grown and organic foods when possible and financially feasible. Must have ambition to lead and create a food system that relies on local food to the extent practical and to provide high-quality food for our students, employees, and guests. Development of an on-site kitchen garden as well as relationships with local farms is desirable.

Promote a healthy and environmentally aware philosophy at Schooner Commons. Develop appropriate menus in advance of the season, at minimum seven days in advance of particular events, and as required.

Assist management during the hiring process and supervise a team of food service workers with the ability to provide a variety of food service options for our guests. Expectations for type of food service and presentation for each program or guest organization will be established in advance with the Sales and Hospitality Manager.

Maintain safety standards in all phases of food preparation and storage. Maintain safety standards of all serving, dining and preparation areas. Participate in yearly public health inspections of dining facility, and coordinate any changes and repairs necessary with the Director of Operations and Acadia National Park maintenance supervisor.

Manage the food service operation at Schooner Commons and other on or off site locations that require meal / break / beverage service. This includes food preparation, transport and set up at various on-campus locations.

May provide direct preparation and the oversight of the food preparation and presentation of meals served at Schooner Commons. Direct preparation of food is not a primary duty of the kitchen manager, however, the kitchen manager must be able to fulfill this role if and as necessary.

Prepare weekly work schedules for staff greater than or equal to 7 days in advance for planning purposes. Schedules are developed based on the number of guests being served. Schedules must be approved and submitted to the Sales & Hospitality Manager in advance. Staff hours must be balanced between efficiency and cost effectiveness in order to accomplish desired results.

Monitor and maintain inventory and facilitate the purchasing of required food and supplies at Schooner Commons and other off site locations that provide meal or break beverage service.

Maintain records and track expenses related to meals served, inventory of food and supplies, and cost of kitchen operations. Establish a method to track per meal cost of assorted menu selections to assist in pricing strategies. Food expenses must be balanced between overall expense and desired results. Provide regular reports.

Recruit, hire, and manage team members, establish goals and inspire the professional growth of other team members in Schooner Commons operation and organization. Work directly with housekeeping staff and event staff with the transfer of detailed information related to the management and on-site production and clean up for events as necessary.

**Qualifications:**

Must have effective supervisory skills.

The Manager must have computer skills to include email, calendar, and office productivity software, and ability to track expenses, produce reports, and develop budgets.

Cooking and management experience is highly desirable. The Manager must possess excellent interpersonal and customer service skills.

Must have a working knowledge of food preparation and be able to work the front line of the kitchen to prepare food items to be served to Schoodic Institute guests. Have the ability to prepare and oversee a wide variety of types of menus.

Be knowledgeable of and have an appreciation for current food service and culinary trends including the use of organic and locally grown food from local farms and markets.

Food handling certification and training is required. ServSafe Manager Certification will be offered if necessary, and would be obtained within 6 months from start date.

**Responsibility:**

Work is generally recurring and similar in nature however, the needs of individuals of booking organizations may have extreme variances and an in-depth understanding of the unique requirements of

each group and the presentation and planning of appropriate menus and dietary requirements are paramount. Weekend or holiday work may be necessary.

The employee is expected to perform with little direct supervision however, detail-oriented communication and the transfer of critical information between the Sales & Hospitality Manager, as well as the Operations team, is critical to the success of this position for each event and the season.

The manager will assist during the budget preparation time, and is responsible for working within the means of the budget.

The manager is responsible for the management of a team of food service workers. The interaction of kitchen staff with guests is a critical component related to a positive guest experience. Positive interpersonal skills and customer service must consistently be a primary goal of all staff members. It is the responsibility of the kitchen manager to inspire appropriate attitudes and behavior.

Employees are expected to work well with other departmental and lead staff members. Measured success is hinged on the successful execution of the events, attitude, and timeliness.

**Physical Effort:**

The work requires physical effort and lifting and carrying of miscellaneous cartons of food weighing up to 50 pounds. May need to stand for long periods of time; stooping, bending, and arm movement is required.

**Personnel Policy:**

Schoodic Institute personnel policies are described in the Schoodic Institute Personnel Handbook.