



# Job Description

## Schedule A

## Position: Food Services Director

### Job Summary

All Stillwood employees are expected to actively contribute to an environment that supports and advances Stillwood's Mission and Core Values. The Foodservice Director serves as both a manager and mentor, providing leadership to all kitchen staff and volunteers. As a ministry role, this position also includes being a spiritual leader within the kitchen environment. The ideal candidate will have a passion for the foodservice industry, a willingness to continue learning, and the ability to understand and respond to the diverse needs of our guests. While hands-on food preparation is part of the role, the primary responsibility is to oversee all foodservice staff, volunteers, and dining operations. At the heart of all roles at Stillwood is the commitment to creating a culture aligned with our mission and values.

- **Stillwood's Mission:** *We exist to lead people to experience transformation in Jesus.*
- **Core Values:** *Discipleship, Evangelism, Integrity, Excellence, Relationships, and Community.*

### Job Duties

- Attend team meetings and undertake training as required.
- Mentor and lead foodservice personnel in accordance with the missional goals of Stillwood. This includes being a spiritual leader. As such, from time to time the food services director will be required to teach theological tenets of the Christian faith as interpreted by the Mennonite Brethren confession of faith.
- Communicate with and adhere to all applicable regulations and health authorities.
- Responsible for the cleanliness and proper storage of all equipment and the proper handling, serving and storage of all foods.
- Be responsible for the safety and cleanliness of all kitchens & the dining hall. Being sure to communicate with and adhere to all applicable regulations and health authorities.
- Be responsible for keeping records and filing reports in connection with all food service operations.
- Be responsible for the purchase of food commodities, and the upkeep of kitchen equipment
- Manage the food service department in an efficient manner while following Stillwood budgetary guidelines.
- Manage a team of 10+ cooks, and 20+ volunteers. This position is considered a management position as defined by BC labor laws.
- In coordination with the executive director, assist in the hiring and training of all food service personnel.
- Develop and maintain all menu and meal plans.
- Ensure that guests and colleagues are communicated to in a friendly manner, putting the concerns of others before personal gain.
- Work as a team to achieve Stillwood's mission and objectives. Being a member of Stillwoods team should always be prioritized over personal or departmental goals.
- The executive director may assign additional tasks as deemed necessary to achieving Stillwoods mission. These tasks will be required work unless it is unsafe to perform these tasks.

*\*It is your right and responsibility to refuse any work that we have not trained you for, or that poses a safety risk.*



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## Mandatory Qualifications

The qualifications below are absolutely essential for this position:

- Bona Fide Occupational Requirement: Stillwood's government mandated charitable status is predicated upon advancing/teaching the tenets of Christianity. As such Stillwood follows & teaches the MB confession of faith. The food services director is required to have a high level of theological understanding as it pertains to christianity and interpretations in the Mennonite Brethren confession of faith.
- At least 5 years experience in large (300+ persons/meal) commercial kitchens.
- Experience with and compliance to Worksafe & Fraser health region policies for a medium kitchen operation.
- Must have knowledge of large quantity meal preparation, and menu planning.
- Excellent administration skills - Ability to multitask and to organize workload efficiently
- A valid foodsafe (level 2), & WHMIS certification.
- Computer literate – working knowledge of database systems, word processing and spreadsheet software solutions. Whenever possible stillwood administers its systems without paper.
- Experience in mentoring younger staff and volunteers.
- Experience in leading teams of more 10+ persons.
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment.

## Ideal Candidate Will Also Have

- RSOS Redseal Cook Certification
- Food equipment repair and maintenance experience
- Experience in human resources systems and procedures

## Work Conditions

- There are two cooking shifts, morning and evening. It is preferred that that Foodservice director bridge both cooking shifts to have a consistent director presence.
- It will be necessary to alter a regular working schedule based on Stillwood's schedule.
- Weekends, & Holidays are usually the busiest time for the kitchen.
- An average of 40 hours per week over a 4 week period is to be expected. As a management position no time in lieu or overtime will be guaranteed, however we prefer that managers stay to the 40 hours average whenever possible.
- It is preferred that the food service director live onsite at Stillwood. While offsite commuting is possible, the demands of the position makes offsite committing an added stress.

## Physical Demands

- Extended periods of standing, and other physically demanding conditions
- High levels of stress and pressure.
- The ability to lift and move 40lb



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## Supervisors & Direct Reports

### Supervision Structure:

The Foodservice Director reports directly to the Operations Director. However, the Executive Director may assume direct supervision of the Foodservice Director if operational needs require it. No other individuals or departments are authorized to supervise or provide direction to the Foodservice Director unless explicitly approved by the Executive Director.

### Direct Reports

The primary direct reports to the Foodservice Director are the **Cook Supervisors**. In addition, the Foodservice Director may be required to supervise the following roles as needed:

- **Cooks** – The majority of kitchen staff fall under this role. Stillwood maintains a simplified approach to kitchen staffing and does not distinguish between varying levels of cooking positions.
- **Dishwashers** – All kitchen staff share responsibility for dishwashing and dining hall cleanliness. During peak seasons, designated dishwashing staff may be assigned.
- **Volunteers** – In coordination with the Program Team, the Foodservice Director helps guide and support volunteers working in the kitchen.

## Acknowledgement And Agreement