

PRAIRIEWOODS FRANCISCAN SPIRITUALITY CENTER

Food Service Director/Food Strategist

General Summary:

The Food Service Director will be a food strategist with an entrepreneurial mindset to help us attract and delight our guests with healthy meals and maximize the financial performance of the food service operation. The position leads menu development, sourcing, operations, and guest experience. This individual will be responsible to ensure that all meals emphasize local sourcing, are garden fresh, wholesome, made from scratch, flavorful and visually appealing. The Food Service Director will also seek opportunities to develop new offerings and partnerships that generate positive revenue including food preservation and business development. In partnership with the Kitchen Manager, they are responsible for creating a positive and collaborative team culture that aligns with Prairiewoods' mission.

Classification: Non-exempt

Hours: Full-time position. An average of at least 30 hours per week, but can vary from 30–50 hours per week according to the needs of Prairiewoods. Work hours will vary from week to week and will include some evenings and weekends.

Essential Functions:

As a Prairiewoods team member you will:

- Carry out Prairiewoods' mission and philosophy
- Create and extend a welcoming hospitality
- Present a positive image regarding Prairiewoods and its activities
- Maintain confidentiality in a professional manner
- Carry out functions common to all Prairiewoods staff members, including attending staff meetings, serving on committees and participating in continuing education
- Collaborate with the Director and other team members to ensure an exceptional guest experience
- Create a positive and supportive work environment that fosters teamwork, creativity and professional development
- Carry out other duties as assigned

The Food Service Director will:

Lead Menu Development and Planning:

- Prioritize use of seasonal garden products, locally-grown foods and organic foods
- Analyze healthy eating trends and guest preferences to create appealing and profitable menus.
- In partnership with the Kitchen Manager develop new menu items and optimize existing ones.
- Ensure menus align with the overall mission and guest needs.
- In partnership with the Kitchen Manager plan event menus, hospitality and presentation

Sourcing and Procurement:

- Identify and evaluate suppliers and vendors.
- Negotiate contracts and ensure quality and cost-effectiveness of food and beverage products.
- Build relationships with local food sources.

Financial Management:

- Develop and manage budgets related to food and beverage operations.
- Analyze financial data to identify areas for improvement.
- Track costs and revenues to ensure profitability.

Sustainability:

- Ensure the integration of Green Prairie Garden produce into menus
- Develop and implement sustainable food sourcing and waste reduction strategies.
- Ensure food operations are environmentally responsible.

Human Resources:

- Management duties, in consult with the Executive Director, including, but not limited to, hiring, training and developing, coaching, counseling, and terminating department staff, as deemed necessary.
- Evaluate all staff at least annually.
- Determine departmental staffing requirements necessary to meet Food Service needs.
- Collaborate with Kitchen Manager to plan and implement work schedules.
- Supervise the Kitchen Manager.
- Schedule regular meetings with kitchen team to provide opportunities for professional development, ensure communication and to monitor dietary services.
- Participate in professional development activities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Five or more years of experience working in a food service environment
- Demonstrated experience leading a team
- Welcoming and gracious presence
- Knowledge of proper food safety, storage, handling, preparation and cooking methods. ServSafe certification is required.
- Willingness to learn new methods and obtain continuing education
- Passion for providing better, healthier food options
- Ability to work well with a variety of people, including volunteers
- Ability to organize and coordinate tasks and projects, with a minimum of supervision
- Ability to maintain confidentiality
- Attentiveness to the needs of groups and individuals regarding dietary needs
- Attention to detail and the ability to maintain high-quality standards
- Ability to work in a fast-paced environment
- Ability to work a flexible schedule, including evenings and weekends, and ability to adapt to schedule changes
- Willingness to be collaborative and function as part of a team in carrying out the mission of Prairiewoods
- Possession of a valid driver's license
- A culinary degree or equivalent experience is preferred, but not required

Working Conditions:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk on concrete floors; use hands to finger, handle or feel; talk and hear; and taste or smell. The employee is frequently required to reach with hands and arms; climb or balance; and stoop, kneel or crouch. The employee is regularly required to lift and/or move 20 pounds, frequently lift or move 30 pounds and occasionally lift and/or move up to 50 pounds. Specific correctable vision abilities required include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff member may be exposed to hot, wet and/or humid conditions. The noise level is usually moderate.

Accountability: The person in this position reports to the Prairiewoods Director.

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Signature: _____ Date: _____

Revised: March 25, 2025