



# BREVILLIER VILLAGE

## Position Available

**POSITION:** Director of Dining Services  
**DEPT:** Dining Services–Responsible to Ball Pavilion Administrator  
**CLASS:** Full Time, Exempt  
**STARTING WAGE:** Competitive Salary  
**HOURS:** Varied

### **REQUIREMENTS:**

1. **Education:** Bachelors Degree in Food Service or Certified Dietary Manager. Certified in Food Protection (Certified Food Protection Professional or Serve-Safe Certified).
2. **Experience/Availability:**
  - a. At least two years of experience in quantity food production; excellent cooking skills.
  - b. Experience training, instructing, and coordinating staff in a dining service operation.
  - c. Familiar with federal, state, and local regulations pertaining to dining service operations.
  - d. Experience in the coordinating, planning, and implementing of special events.
  - e. Experience in food and supply ordering and inventory control.
  - f. Must be able to work a variety of hours as needed.
  - g. Must be available to work some evenings and weekends for Brevillier Special Events and department responsibility.
3. **Skills/Attributes:**
  - a. Knowledge of cooking terminology and culinary techniques in order to ensure quality food preparation and service to the residents.
  - b. Creativity in meal/menu development, production, and presentation.
  - c. Strong leadership, organizational and communication skills.
  - d. Ability to perform multiple assignments in an organized and timely manner.
  - e. Good working knowledge of computers and typing skills.

### **POSITION INVOLVES BUT NOT LIMITED TO:**

1. Provide excellent customer service to residents, families, coworkers, visitors, volunteers, vendors, etc.
2. Coordinate food production for all Village functions: including inventory, purchasing, storage, preparation, and serving.
3. Plan menus including Village meal service, employee meals, outreach programs, and holiday and special functions.
4. Complete personnel related duties including employee schedules, approving timecards, hiring, orienting, training, supervising, evaluating, and discharging staff.
5. Establish, implement, and update Dining Service policies and procedures. This includes federal, state, local, and Village policies and regulations.
6. Coordinate and monitor the Dining Service budget and contribute to annual Brevillier Village budgeting process. Complete weekly and monthly billing.
7. Participate on committees or any team assigned relevant to Dining Service and Administration.

### **BENEFITS:**

PTO/Vacation and Sick Time  
Health/Prescription Insurance, Dental Insurance, Life Insurance after 1 year of service  
401k Plan, Employee Enrichment Benefits

*Will check employment, personal references, and criminal background.  
Successful completion of 90-day training period required.*

*Posted 12/5/2023*