



Assistant Food Service Director

This position will assist the Food Service Director with all Food Service operations and focus on the Front of the House operations for a cafeteria serving up to 1,200 guests, with four serving lines.

Responsibilities/Duties:

- Assist Director with quality leadership of operations and staff
- Maintain an organized, clean and welcoming dining room environment
- Learn and maintain all Front and Back of House operations (Includes cooking, laundry, cleaning restrooms, working knowledge of the dish room, equipment, etc.)
- Coordinate mealtime logistics
- Assist with meal preparation and cleanup
- Provide collaborative support on menus, staffing, and processes with Director
- Assist with inventory control, stock rotation (FIFO), and ordering
- Identify and report maintenance and repair needs
- Practice and enforce healthy sanitization practices, without compromise
- Administrative duties include, but are not limited to: scheduling, food ordering, record keeping, creating signage, and updating existing procedural manuals
- Participate in staff hiring, training, evaluating and disciplinary processes (under the guidance of the Director)
- Provide hospitality to all Lakeview guests, being observant to their needs and taking action to find solutions
- Other duties as directed

Personal/Professional Strengths:

Outgoing, team-minded, organized, a problem-solver, a self-starter, dependable, hospitable, observant, and patient

Preferred Qualifications:

- Successfully complete Lakeview new-hire process, including a background check and drug screen (required)
- Physical ability to stand long hours and be able to lift at least 50lbs (required)
- Manager's Food Handlers Certification
- Experience in cooking for large groups
- Experience in training and managing up to 50 staff members
- Experience in hospitality
- Experience in the hotel, restaurant, conference , or catering industry

Please submit all resumes to:

Xanetha Hamilton

Food Service Director

foodservices@lakeviewmcc.org