



## **DINING SERVICES DIRECTOR**

**Position:** Dining Services Director

**Classification:** Professional

**Status: Full-time:** Exempt

**Reports to:** Chief Financial Officer

### **Position Summary:**

North Yarmouth Academy (NYA) seeks an experienced and dynamic Dining Services Director to lead and manage all aspects of the Academy's food service program. This full-time position includes oversight of breakfast, lunch, snacks, and beverages for students, faculty, and staff across grades K–12, as well as daily meals for the Academy's boarding program (up to 45 students and four faculty apartments). Daily meals for boarding students will include breakfast, lunch, and dinner Monday-Friday and brunch and dinner on weekends.

The Dining Services Director will be a talented chef with strong culinary expertise and exceptional organizational and leadership skills. The successful candidate will deliver high-quality, nutritious, and freshly sourced meals while managing a fulltime staff and seasonal personnel. The director will be tasked with feeding the day population, in addition to the boarding students, and providing catering services for school events and special functions.

This is a full-time, year-round position with a competitive salary and benefits package. The director will be supported by a full-time staff. The schedule will follow the school calendar and up to seven weeks of programs/camps in the summer. There will be ample time off during the year.

### **Essential Functions:**

- Hire, train, schedule, and supervise the dining services staff. Responsible for department personnel management, including performance evaluation, salary administration, training and development, and discipline.
- Manage food and supply inventory, including forecasting, ordering, receiving, and storage of food and supply items.
- Develop and plan menus (food and beverage offering), including pricing, to ensure appealing and balanced choices that meet nutrition and dietary needs. This includes special diets to accommodate allergies.
- Manage the marketplace providing focus on healthy options to support the needs of NYA's Student body
- Manage relationships with suppliers.

- Prepare food and maintain standards of quality for portion control, appearance, and taste.
- Maintain a clean, well-organized, safe, and healthy environment in all areas, including the kitchen, storage, serving and eating areas, and refrigerators, freezers, and walk-in cooler. Ensure, at all times, the safe handling and storage of food products and supplies.
- Oversee and manage compliance with local, state, and federal regulatory requirements, including workplace safety, food safety, and sanitation.
- Maintain records of purchases and sales. Complete daily cash-up and sales reporting.
- Develop and recommend standard operating procedures and Dining Services policies.
- Communicate as needed with students, parents, faculty, and staff.
- All other duties as deemed appropriate by the Chief Financial Officer.

### **Qualifications:**

- Experience hiring, training, and supervising employees. Ability to motivate, direct, and train people.
- Proven track record and experience in food service, food preparation, and operation of food service equipment.
- Thorough knowledge of food safety and sanitation procedures. Knowledge of local, state, and federal health, safety, and food service regulations.
- Ability to keep accurate records, estimate quantities of food and supplies needed, order correctly, and maintain inventory controls.
- Good communication and collaboration skills. Confidence in conveying information to all members of NYA's community, including faculty, staff, students, and parents.
- Ability to operate food service equipment.
- Ability to plan, organize, and schedule work.
- Ability to use technology such as email, Excel, and Word. Ability to learn how to use the Dining Services point-of-sale software.
- Experience working with students in an educational capacity around food and nutrition. Not required but preferred.
- Experience in invoicing.
- A valid driver's license is required.

### **Physical Requirements and Working Conditions**

- Ability to work in a school and a kitchen and food service environment.
- Ability to work in hot or cold temperatures for extended periods of time.
- Ability to reach in all directions, lift, move, carry, and stock food, supplies and equipment weighing up to 40 pounds.
- Ability to drive a vehicle to conduct work.
- Ability to sit, stand, walk, and lift for extended periods of time.
- Ability to use a computer and phone.
- Exposure to a variety of cleaning chemicals.
- Must be free of communicable diseases

Additional job responsibilities will be at the discretion of the Chief Financial Officer.

Founded in 1814, North Yarmouth Academy is a premier independent, college preparatory, coeducational day and boarding school for over 400 toddlers to postgraduate students. The Academy is located in the small coastal town of Yarmouth, Maine, 10 minutes from Portland and two hours from Boston. For more information about NYA, go to [NYA.org](http://NYA.org).

**To apply:**

Please submit a cover letter, resume, and list of 3-5 references to [careers@nya.org](mailto:careers@nya.org) with the subject line “Dining Services Director.”