



Job Description

Title: Head Chef and Manager of Dining Services

Date: April 29, 2021

FLSA Classification: Exempt

Reports To: Director of Finance and Operations

Solebury School seeks a qualified Head Chef with demonstrated experience working in the food service industry, as well as experience overseeing the daily operations in that setting. This individual will serve as a member of the food preparation team alongside three Chefs during the school year, work closely with the Dean of Residence Life to ensure the needs of the Solebury community are met. This is an immediate position to be filled.

Essential Functions

- Recruit, train, schedule, and supervise all food service staff
- Oversee menu planning, food ordering, storage, preparation, and production
- Estimate food and beverage costs for budgeting purposes; manage actual costs according to established budgets; report on budget to actual status regularly
- Prepare and serve food according to established recipes and procedures within regulatory guidelines – taking one shift of the three person chef rotation throughout the school year
- Maintain supply and paper products inventory within budgetary limits
- Establish and maintain organization, cleanliness, sanitation, and safety standards and certifications in compliance with regulatory requirements
- Schedule and perform regular preventive maintenance and minor repairs on food service equipment in coordination with Solebury School facilities
- Oversee regular cleaning of the food services facilities
- Organize, schedule, and supervise catering – either in-house or contracted – in coordination with departments and school event planners
- Working closely with the Dean's office, investigate and resolve food quality and service complaints

Qualifications

- Degree in food service preparation and/or management or equivalent education and experience
- A minimum of two years' experience in food service management
- A minimum of five years' experience in food service production
- Proven staff management skills and the ability to train and effectively supervise others
- Proven budget management skills
- Ability to lead by example in a production capacity
- Ability to effectively and safely use kitchen food service equipment
- Ability to work with people at all levels of the organization – students, faculty, staff, parents, volunteers and visitors; must have a customer service orientation
- Must demonstrate competency with basic word processing, spreadsheet, email and internet applications

Physical Requirements and Work Environment

- Occasionally lift equipment and materials weighing 50 pounds or more
- Crawl, climb ladders, twist, turn, and reach in completing a variety of job duties
- Work outside in hot or cold conditions for extended periods of time
- Work in a wide variety of environments as found in all areas of the school
- Work in extreme temperature and humidity conditions found in food service kitchens



Additional Requirements

- Submission to full battery of background testing per PA state law

Please submit resume and cover letter to Steve Feld, Director of Finance. Resumes will be accepted until the position is filled. Interviews will begin immediately. Submit via email to sfeld@solebury.org.

*Since its founding in 1925, Solebury School has been a leader in progressive education. We are a coeducational boarding and day school serving more than 225 students in grades 9-12.
Solebury is an Equal Opportunity Employer.*