

## **EASTERN MENNONITE SCHOOL**

*Eastern Mennonite School (“EMS”) operates under the auspices of the Virginia Mennonite Conference and is governed by the EMS Board of Directors. EMS is committed to excellence in K-12 education and to the nurture of Christian faith as understood and articulated in the Confession of Faith in a Mennonite Perspective.*

*All employees must agree to wholeheartedly support the mission of EMS, to give their professional and personal best to EMS, and to live in harmony with the Confession of Faith in a Mennonite Perspective.*

### **POSITION DESCRIPTION**

**Position:** Dining Hall Team Leader  
**Supervised by:** Business Office Manager by DBA delegation  
**Positions Supervised:** Dining Hall Staff  
**Classification:** Non-Exempt, FT Benefits, 1660 hours/year  
**Effective Date:** July 1

#### **Position Description:**

To coordinate Dining Hall schedules of services, ordering and personnel. To create a work environment that maximizes resources, results in positive community perceptions toward services, generates revenue for the school and provides meaningful employment opportunities for others. The Team Leader coordinates, facilitates and works with the other Dining Hall team members to prepare and serve lunches to approximately 250 students each day and special event breakfasts, dinners, banquets and receptions. The Team Leader is responsible for maintaining regulations that fall within USDA, VDACS (Virginia Department of Agriculture and Consumer Services), and VDOE (Virginia Department of Education) nutritional and food service regulations and Health Department regulations.

#### **Key Responsibilities:**

1. General Duties of the Lunch Program
  - a. Create the menu for the lunch program and other special school events and banquets as needed including main entree, starch, vegetable, and fruit, etc.
  - b. Ensure the preparation and service of food in a timely manner. The prepared food on the line should be attractive, tasty and the correct temperature at all times during the serving time.
  - c. Assist main line and salad bar cooks in preparation of weekly desserts and other baked items as needed.
  - d. Ensure that daily records and safety standards are kept for the USDA and Health Department.
  - e. Arrange required certification training for all dining hall staff including Safe Serve, CPR, and First Aid. Enforce and monitor the recommended number of professional development hours for dining hall staff.
  - f. Assist with kitchen cleanup after each meal, special events, and banquets as needed.
  - g. Ensure ordering processes are efficient, cost effective and provide the needed supplies for all services.
  - h. Order annual commodities through VDACS's Food Distribution program and oversee efficient deliveries from the Merchant (EMS's Food Distribution Center) to our facility throughout the school year.

- i. Work approximately 30-35 hours per week Monday – Friday when school is in session, except for school holidays, for the school year.
  - j. Work as needed during the summer hours to ensure the kitchen and program is well-prepared for the following school year (approx. another 120 hours.)
2. Special Events and Banquets
- a. Schedule and assist in the preparation of special school events, and banquet preparation.
  - b. Schedule needed staff and helpers for these events.
  - c. Work additional time for special school events and banquets as needed with additional wages for compensation.
3. Supervision
- a. Know and understand the responsibilities for each team member and support them in their work on a daily basis.
  - b. Report any maintenance needs in a timely fashion.
  - c. Track and report on the lunch and banquet programs, communicating regularly with the Business Office.
  - d. Provide annual reviews for the Dining Hall Staff
4. Other duties as deemed necessary for the smooth operations of the Dining Hall.

**Qualifications:**

- a. Must be a committed Christian supportive of Mennonite Church beliefs, who is energized by assisting the school in its academic and Christian education missions.
- b. Should present a cheerful disposition, have experience providing direction and leadership to others and quick to assist others.
- c. Excellent organizational skills, attention to detail and a high degree of accuracy.
- d. High level of familiarity with MS Word and Excel.
- e. This position will require schedule flexibility to assist in setting up and overseeing major events for the school.
- f. Must have the capacity to grasp and adjust to new and changing situations.
- g. Exhibits manual dexterity and ability to work under the pressure of time.
- h. Ability to work as a team member and relate well with students, faculty, and staff.
- i. Comfortable and skilled in using the following equipment: mixers, stove, ovens, fryer, warmers, grill, slicers, steamers, food processor, knives, and dish washer.

**Physical Requirements:**

Working conditions and physical requirements require ease in lifting up to 30 pounds and spending long amounts of time on one's feet.

This position description is not a complete statement of all duties and responsibilities comprising this position; rather, it contains the facts necessary to evaluate the position fairly.