



## Chef / Director of Food Services

### Full-Time, Year-Round Exempt Opportunity

Lakeside School, an independent coeducational day school located in North Seattle, is currently recruiting for a Chef / Director of Food Services. This position is available immediately.

#### **Responsibilities:**

The Director of Food Service at Lakeside School is responsible for managing a million-dollar, year-round school-lunch and catering program. More specifically, this position has overall responsibilities to run the school's food-service operations efficiently and cost effectively; to provide school lunch to about 700 students and 200 employees daily on two campuses while school is in session; and to cater all school on- and off-campus events and dinners (from seven-course gourmet dinners for 10 to receptions for 1,000 guests) as requested. This position reports to Lakeside's Director for Business and Operations; will manage a diverse staff of 11 regular employees and numerous other temporary on-call employees; and will need to be able to work collaboratively with leaders throughout the school's constituencies (administration, parents, trustees, alumni). Essential Functions include the following:

- Balancing the food-service operation's budget (pricing food and supplies; tracking personnel costs; managing inventories and purchasing/receiving);
- Working with other offices (head's, development, Upper and Middle schools, etc.) to plan and carry out catered events that support the mission of Lakeside School;
- Hiring, training, managing, and supervising the school's kitchen staff as well as the numerous on-call personnel who assist at catered events;
- Planning menus with an emphasis on health and on meeting the food-cost percentage target; and
- Implementing the Food Trak and Digital Dining operating systems. .

**Requirements:** Candidates should have a degree from an accredited culinary program and/or chef certification, a minimum of five years of experience working as a professional chef in a medium/large-scale food-service operation, and at least two years of experience managing a food-service operation. Successful candidates must have experience with computerized (Windows/PC platform) food-service administration (software and programs) and with running a catering operation that can produce a full range of menu items from barbecue to Cordon Bleu. Excellent organizational and communications skills are a must. References should speak to an applicant's ability to work effectively both independently and as part of a team, as well as with a variety of clientele and adult colleagues. Finalists will be required to provide a cooking demonstration.

#### **Salary & Benefits:**

Lakeside School is committed to attracting and retaining outstanding faculty by providing a competitive compensation package. This package includes, but is not limited to, a monthly salary, excellent health and welfare benefits, access to funds for professional development, housing down payment assistance program and school provided lunches. Additionally, Lakeside offers Faculty and Staff opportunities to participate in non-classroom teaching programs such as Global Service Learning, Summer School, Coaching, etc., for extra compensation.

#### **Additional Information:**

Lakeside School was founded in 1919, and currently enrolls 776 students in grades 5 through 12 from diverse ethnic, racial, religious, and economic backgrounds.

The School's Mission and the shared commitment of all Lakeside employees is to develop in intellectually capable young people the creative minds, healthy bodies, and ethical spirits needed to contribute wisdom, compassion, and leadership to a global society. We provide a rigorous, dynamic academic program through which effective educators lead students to take responsibility for learning. We are committed to sustaining a school in which individuals representing diverse cultures and experiences instruct one another in the meaning and value of community and in the joy and importance of lifelong learning.

#### **Application Process:**

Interested candidates should visit Lakeside's website ([www.lakesideschool.org](http://www.lakesideschool.org)) to apply online (to access the Employment page, select "about us" from the home page). This position is open until filled.