

Food Service Manager

Tenacre Foundation

Job Title: Food Service Manager

Ministerial Designation: Minister of Religion, Exempt

Status: Regular Full-Time

Department: Food Service

Reports To: Director of Facilities

Work Location: Onsite

Typical Schedule: 40+ hours per week. Various days and shifts depending on departmental needs

Prepared Date: 01/26/26

Summary: Participates in the Mission and Ministry of Tenacre by managing the Food Service department. Maintains a clean, orderly and safe kitchen and cafeteria environment. Ensures guests, residents, events, and staff have access to three meals every day of the year regardless of supply, staffing or weather obstacles. Ensures the goals and objectives of the Food Service department are met daily. Manages a combination of Food Service staff, contractors, vendors, and temporary or seasonal workers.

Competencies

To perform the job successfully, an individual should be progressively demonstrating his or her knowledge of the practice of Christian Science as outlined in the Church Manual of The First Church of Christ, Scientist, in Boston, Massachusetts, by Mary Baker Eddy. Additional competencies include:

Adaptability: Manages competing demands; able to deal with frequent changes, delays, or unexpected events.

Planning / Organizing / Delegation: Prioritizes, plans, schedules, and delegates work activities; skillfully matches responsibility to individuals; uses time efficiently; develops realistic action plans. Gives authority to work independently; sets expectations and monitors delegated activities.

Problem Solving / Judgment: Identifies problems, displays willingness to make timely and sound decisions; gathers input from decision-makers; analyzes information and develops solutions.

Managing People / Communication / Teamwork: Develops staff members' skills and encourages growth; fosters a high sense of quality workmanship in others; communicates effectively with Food Service staff and with other departments; gives and welcomes feedback; exhibits objectivity and openness to others' views.

Integrity and Ethics: Makes decisions and acts with Tenacre's long term interests in mind; is a good listener and approaches work from a basis that is thoughtful and caring; maintains the highest ethical standards; handles confidential information responsibly; is well versed in safety programs, procedures, and policies, and consistently follows them; makes decisions to ensure safety remains top priority.

Attention to Detail: Is thorough in accomplishing tasks, no matter how small; monitors and checks work; plans and organizes time and resources efficiently, even under pressure from multiple demands.

Team Player: Works cooperatively with others toward accomplishing shared goals; leverages strengths and demonstrates awareness of weaknesses to effectively contribute to projects; knows when to lead and when to follow; reinforces the team concept through all actions.

Demonstrates a Sense of Immediacy and Flexibility: Sets high expectations and works diligently to achieve them; shows a passion for one's work; enjoys working hard and is full of energy; adapts quickly, based on Tenacre's changing needs.

Judgment: Seeks answers from appropriate sources; is flexible and adaptable to new priorities and ideas; uses initiative appropriately.

Applies Functional Knowledge: Obtains and maintains an appropriate level of professional skill and knowledge to keep up with current compliance standards in relevant areas.

Essential Duties and Responsibilities. Other duties may be assigned.

- Exhibits a demonstrable knowledge of Christian Science practice to support the department and the Mission and Ministry of Tenacre
- Prays through every aspect of the Food Service Manager position, including team management, staff complaints, interdepartmental relationships, and meal needs

- Ensures that three meal services are offered every day of the year without fail, regardless of supplies, staffing, or weather obstacles
- Reports to the Director of Facilities and follows through on all delegated tasks and projects. Meet regularly with the Director of Facilities to coordinate and prioritize planning
- Works with the Director of Facilities to establish and maintain Food Service agreements with Tenacre's ministry and programs, including Christian Scientists In Residence, Progressive Living, Tenacre Visitor Accommodations, Christian Science nursing, Barmore House, Event services, and Giving Lab
- Consistently implements Food Service policies, procedures, standards, guidelines, and program agreements. All requests for changes, exceptions, or accommodations to these standards are deferred to the Food Services Committee
- Manages a Food Service department of 15-18 staff, and 2 supervisors. Oversees interviewing, hiring, orienting, training, appraising performance, planning, assigning, and directing work
- Understands and upholds Tenacre's policies and management responsibilities as outlined in the Tenacre Staff Handbook. Ensures that Food Service staff are aware of Tenacre's employment guidelines and policies
- Practices and exemplifies stewardship when submitting purchasing requests within established departmental account codes and spending limits
- Utilizes communication tools such as telephone, voicemail, and email to share pertinent information with the Tenacre community, as appropriate
- Utilizes office technologies skillfully, including phones, paging systems, computers, copiers, and software applications
- Keeps abreast of Food Service and related health regulations and standards, as well as "industry" changes relative to Food Service; researches and capably reads professional publications to improve Food Service practices and processes
- Regularly inspects, evaluates, and audits the Food Service kitchen and cafeteria areas
- Uses proper training and personal protective equipment (PPE) to handle moving mechanical parts, chemicals, electricity, and fumes or airborne particles
- Ability to handle 50 lbs. independently and more with assistance

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Member of The First Church of Christ, Scientist, in Boston, Massachusetts
- Primary Christian Science Class Instruction by a Journal-listed teacher

- High familiarity with the Bible and the Christian Science textbook

Education and/or Experience

- Five years' management experience, preferably in direct supervision of kitchen staff
- Five years' experience planning, scheduling, and prioritizing daily assignments for teams of 10 or more
- Demonstrated ability to read aloud, write and speak English – all of which are understandable by staff, vendors, and contractors
- Culinary schooling and Food Services management experience, preferred

Certificates, Licenses, Registrations

- A State issued driver's license, required
- ServSafe Food Manager certified or equivalent
- OSHA 10-hour training for general industry, required within the first year
- OSHA Understanding Chemical Hazards certificate course, required within the first year

Compensation

- \$98,152.82 - \$112,234.20 annually

Benefits include:

- Paid time off with carryover and payout features
- 401(k) tax deferred savings plan with a match up to 6% of your annual pay, with eligible from date of hire
- Pension plan
- Optional health insurance
- Life insurance
- Financial education
- Other education assistance
- Dependent care assistance
- Family tuition assistance

contact info: Tenacre is seeking a Food Service Manager to support its mission, ministry, and the day-to-day operations of the Food Service Department. If you know anyone who may be interested in this opportunity, please feel free to share it with them.

The job description for this position is included below and on our website:

<https://tenacre.org/employment/>