

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF FOOD SERVICE/CONTRACTS FOOD PROGRAM PROJECTS

BASIC FUNCTION:

Under the general direction of the Vice President for Fiscal Affairs, plan, organize, manage, and coordinate the day-to-day food service operation; plan, organize, manage, and coordinate instructional food program projects; and assign, schedule, supervise, and evaluate the performance of assigned cafeteria staff and student workers.

REPRESENTATIVE DUTIES:

Assume responsibility for the overall management, integration, and coordination of the instructional food program projects with ongoing food service operation. *E*

Participate with faculty to develop curriculum, policies, and procedures for the food service operation that illustrate concepts taught in the instructional food program projects. *E*

Participate with faculty to determine equipment maintenance and replacement needs; participate in the preparation of budget specifications; oversee the timely replacement of equipment. *E*

Consult with faculty to organize various food operations; identify staffing needs and related responsibilities; determine desirable employment qualifications. *E*

Work with division dean and faculty to coordinate and integrate the instructional program needs with the ongoing business operation. *E*

Participate in fundraising and/or grant writing efforts. *E*

Plan, organize, manage, and coordinate the District's food service operations; analyze effectiveness assuring compliance with laws and regulations and observing safety and sanitation procedures. *E*

Purchase food service related items; meet with vendors concerning new products and assure quality products are purchased at competitive prices; solicit and prepare bids; evaluate bids and assign contracts according to established procedures; monitor quality of service and products received. *E*

Participate in the selection of food service employees; train, assign, schedule, discipline, and evaluate food service personnel; conduct training sessions. *E*

Negotiate, implement, and monitor the District's contract with outside agencies providing vending services to the main college and its satellite sites; evaluate quality and level of service; review performance in relation to contract and District requirements. *E*

Provide for proper facility planning to accommodate food service needs on a short and long-term basis; evaluate and recommend equipment needs consistent with food service objectives and District growth. *E*

Prepare menus in compliance with established regulations and nutritional requirements; estimate and order amount of food and supplies needed. *E*

Determine pricing of food service products to achieve expected net income from food service operations. *E*

Director of Food Services/Instructional Food Program Projects - Continued

Direct and monitor financial record keeping procedures; analyze income and expenditures to assure cost-effective operations. *E*

Maintain and prepare a variety of records and reports for submission to superiors; accumulate data and prepare narrative explanations. *E*

Develop, revise, and implement departmental policies and procedures; conduct staff meetings to explain new work methods or operational changes. *E*

Confer with faculty, administrators, and others concerning special food requests and catered events; provide and obtain information concerning the prices, set-up, and service of food items. *E*

Monitor proper preparation, display, service, and sanitation of food service areas. *E*

Attend a variety of meetings, workshops, and conferences; meet with Vice President for Fiscal Affairs and others to increase use of cafeteria and other food service areas; resolve problems involving food standards, labor costs, and proper use of equipment. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Instructional food program project curriculum and management.

Principles and practices of program development, administration, and review.

Meal production, planning, and scheduling.

Quantify food preparation and food merchandising.

Pertinent Federal, State, local and District laws, regulations, requirements, policies, and procedures governing nutritional, operational, and related areas.

Use and care of institutional equipment and utensils.

Procedures used in ordering, receiving, storing, and inventorying food and supplies.

Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.

Record keeping techniques.

Principles of supervision, training, and performance evaluation.

District organization, operations, policies, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

ABILITY TO:

Plan, organize, manage, and coordinate food service operations and instructional food program projects in compliance with District, State, and Federal requirements.

Plan well-balanced, nutritional, and appetizing menus within a fixed budget.

Select, supervise, and evaluate staff.

Train others in the preparation and serving of food in large quantities.

Read, interpret, apply, and explain applicable Federal, State, and District policies, procedures, rules, laws, and regulations.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Plan and organize work to meet schedules and time lines.

Maintain records and prepare reports.

Understand and follow oral and written directions.

Make arithmetic calculations quickly and accurately.

Director of Food Services/Instructional Food Program Projects - Continued

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in dietetics, food service, or related field, or certificate of graduation from a recognized apprentice program, and five years experience in quantity food preparation, food service management, nutrition, sanitation, and supervision, including one year of supervisory experience in a commercial or institutional quantity food service kitchen or instructional food program project management.

LICENSES AND OTHER REQUIREMENTS:

Valid Food Service Manager Training Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Office and cafeteria environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone and make presentations.
Seeing to read and verify accuracy of data.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate office equipment.

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APPROVED BY THE GOVERNING BOARD ON September 13, 2000.