

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Executive Director, Hospitality & Culinary Arts Program

BASIC FUNCTION: Under the supervision of the area Dean, provides District-wide overall leadership and supervision of Hospitality and Culinary Arts Education programs. The position also involves considerable diplomatic skill in bridging the interests of Culinary Academy students, faculty and the general public; builds strong linkages with the hospitality industry and other potential partners in the hospitality field and seek industry participation in the form of student scholarships, internships, donations; additionally, will actively participate in an industry advisory council; serves as a consultant to the District's food service programs and management staff.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned personnel.

REPRESENTATIVE DUTIES:

1. Manages Hospitality and Culinary Arts budget for revenue generating Culinary Academy restaurant, catering operation and learning laboratories; manages culinary academic program.
2. Provides district-wide leadership in the planning and development of Riverside Community College District's hospitality and culinary programs, including needs assessment and planning, articulation with university-level programs, and ongoing assessment and evaluation.
3. Participates in planning sessions for Hospitality and Culinary Arts program and facility, including curriculum development and ensures parity with other post-secondary culinary arts programs, and development of partnership with the hospitality industry, including advisory council formation and staff support, and development of industry participation in hospitality, culinary arts, and food service academic programs, such as input on competency standards, donations, scholarships, and internships, among others.
4. Provides leadership and coordination of related academic programs in the District in consultation with the department chairs.
5. Communicates with a variety of community college personnel and others to coordinate program activities and provide guidance, direction and assistance in other program-related issues.
6. Directs the development of program goals and objectives assuring compliance with local, state, federal, and District guidelines.
7. Prepares a variety of reports for performance, budget, and other reports as deemed necessary.
8. Organizes, develops and disseminates brochures, pamphlets, and other informational material designed to publicize and market the hospitality and culinary programs.
9. May teach courses in the hospitality and/or culinary arts programs.
10. Maintains standards of professional conduct and ethics appropriate to the professional position.
11. Assists in interpreting College programs to the general public through community contacts and participation in community activities.
12. Responsible for loss prevention and risk management.
13. Inventory and purchase of food and supplies for RCC Culinary Arts program, restaurant and catering operations.
14. Manages student, faculty and staff disciplinary issues and staff conflict issues in the Hospitality and Culinary Arts program.

15. Participates in management development and professional development activities, attends a variety of conferences and workshops off campus.
16. Provides leadership in accreditation.
17. Participates in District-provided in-service training programs.
18. Serve as a member of the Management Leadership Association.
19. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
20. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree from an accredited institution in hotel/restaurant management, food service, business management, marketing, or a closely related discipline is required.

EXPERIENCE: A minimum of five years of experience in the hospitality industry is required. One year of formal training, internship or leadership experience reasonably related to the assignment is required. Demonstrated successful experience teaching hospitality, hotel and restaurant management, food production, and/or culinary arts/food service courses at a community college or baccalaureate-level institution is highly desirable. Experience in building strong partnerships with the hospitality industry is also desired. Coordinating hospitality, culinary arts, and food service programs is highly preferred. Demonstrated expertise in linking academic programs with the hospitality industry is also preferred.

LICENSES/CERTIFICATIONS REQUIRED: Certification by the American Culinary Federation as an Executive Chef (CEC) is required. Certification as a Certified Food Protection Professional or ServSafe is required. Certification as a Food Management Professional (FMP).

ABILITY TO: Effectively communicate verbally and in writing and comprehend and interpret laws regarding food service.

KNOWLEDGE OF: Applied management techniques, human resources and legal and risk management background as it pertains to running a culinary business and academic operations.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, partnerships with hospitality industry, department chairs, and students.

WORKING CONDITIONS: Restaurant, office and classroom environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.