

SEPTEMBER 2017
FLSA: EXEMPT
SALARY GRADE: U
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
EXECUTIVE DIRECTOR, HOSPITALITY PROGRAM

BASIC FUNCTION: Under the supervision of the area Dean, provides overall leadership and supervision of the Hospitality Program at the College. The position involves considerable diplomatic skill in bridging the interests of Hospitality students, faculty and the general public; building strong linkages with the hospitality industry and other potential partners in the hospitality field; and seeking industry participation in the form of student scholarships, internships, and donations. Additionally, the incumbent will actively participate in an industry advisory council.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned personnel.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Provides college-wide leadership in the planning and development of Riverside Community College District's Hospitality program, including needs assessment and planning, articulation with university-level programs, and ongoing assessment and evaluation.
2. Participates in planning sessions for the Hospitality program and facility, including curriculum development and ensures parity with other post-secondary hospitality programs, and development of partnerships with the hospitality industry, including advisory council formation and staff support, and development of industry participation in hospitality academic programs, such as input on competency standards, donations, scholarships, and internships, among others.
3. In consultation with the department chairs, provides leadership and coordination of related academic programs in the District
4. 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.
5. Directs the development of program goals and objectives, assuring compliance with local, state, federal, and District guidelines.
6. Prepares a variety of reports for performance, budget, and other matters as deemed necessary.
7. Organizes, develops and disseminates brochures, pamphlets, and other informational material designed to publicize and market the hospitality program.
8. Assists in interpreting College programs to the general public through community contacts and participation in community activities.
9. Participates in management development and professional development activities, attends a variety of conferences and workshops off campus.
10. Provides leadership in accreditation.
11. Participates in District-provided in-service training programs.
12. Serve as a member of the Management Leadership Association.
13. 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.
14. 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).

KNOWLEDGE OF:

- Planning, developing and managing a hospitality program, including curriculum development;
- Articulation process with university-level programs;
- Applied management techniques, human resources, and legal and risk management as it pertains to running a culinary business and academic operations.

ABILITY TO:

- Effectively communicate verbally and in writing;
- Comprehend and interpret laws regarding food service;
- Maintain standards of professional conduct and ethics appropriate to the professional position.

CONTACTS: Co-workers, hospitality industry partners, department chairs and faculty, staff, and students.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in a restaurant, office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

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).

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

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.