

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

JOB TITLE: Director, Food Services

BASIC FUNCTION: Under the direction of the area Vice President, is responsible for the overall operation, planning, organizing, and directing the District Food Service Program at its three RCCD's campuses (Riverside-Bradshaw Cafeteria; Norco-Mustang Corral; Moreno Valley-Lion's Den; Catering). This position requires skills in strategic processes, understanding of food service management, and effective management/people skills.

SUPERVISORY RESPONSIBILITIES: Directly oversees all Food Service Managers and Supervisors. Indirectly supervises all food service staff.

REPRESENTATIVE DUTIES:

1. Responsible for providing a "First Class Food Service Program" on all three campuses in a prompt, courteous, and professional manner which includes efficiently serving a variety of fresh, wholesome foods.
2. Participates in employee hiring, orientation, evaluation, and mentoring to ensure employee and operational success.
3. Ensures that food services administrators and staff abide by all federal, state, and district labor standards and regulations.
4. Establishes and maintains effective internal controls for budgeting, staffing, and inventory management on all three campuses.
5. Establishes market competitive food and beverage pricing on all three campuses.
6. Negotiates contracts with all food and beverage service vendors.
7. Consistently strives for effective intra-district communication.
8. Establishes and maintains open communication with food service management and staff through regular meetings, training seminars and team building events.
9. Conducts food, safety, and sanitary inspections, followed by the creation of action plans to correct any challenges.
10. Ensures each campus maintains accurate ServSafe certifications ensuring State compliance.
11. Confirms that all campuses maintain a clean, safe and unobstructed work environment.
12. Oversees repair and maintenance of equipment at all locations.
13. Prioritizes employee, customer, and operational needs to ensure that issues are handled quickly, effectively and efficiently.
14. Prepares and monitors the departmental budget; prepares a variety of departmental reports as required.
15. Serve as a member of the Management Association.
16. Provide leadership in the analysis, development, implementation and evaluation of advancements relevant to the field.
17. Maintains an understanding of current ideas, research and practices related to the areas of responsibility for this position, through continued study and participation in professional organizations.
18. Participate in local, regional, and state activities to promote Riverside Community College District and the community college movement.
19. Performs other related responsibility as may be assigned by the Vice Chancellor of Student Services and Operations, or designee.

October 24, 2008

EDUCATION: High School Diploma is required. A two-year college degree in the area of hospitality, culinary arts, or business administration is preferred.

EXPERIENCE: Five years of food service experience with a minimum of three years in food services management role.

LICENSES/CERTIFICATIONS REQUIRED: ServSafe (Preferred).

KNOWLEDGE OF: State and local regulations and guidelines governing food service establishments; Leadership and people skills with a value for diversity; Methods and techniques for budget planning; and Intermediate computer skills including Internet, Excel, and Word.

ABILITY TO: Maintain effective interpersonal relations with college/District personnel, officials of other agencies, and the public; Develop positive employee moral and culture; Read, interpret, apply, and explain laws, guidelines, and regulations; Read, write, comprehend, and communicate in English (Conversational kitchen Spanish is helpful).

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, food services staff, cooks, students, and the general public.

WORKING CONDITIONS: Food service environment. Typical conditions consist of wet floors, small storage areas, hot products, and hot/cold climate areas. Other conditions consist of an office environment which involves sitting while utilizing a computer, telephone, and other office equipment.

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.