

Southeastern Illinois College

Assistant Director for Food Service

(Full-time position)

DIVISION: Auxiliary Services
LOCATION: Campus
REPORTS: Director of Auxiliary Services
BOARD APPROVED: May 17, 2022 / June 16, 2009

POSITION SUMMARY:

Coordinates all kitchen, dining room and catering operations

ESSENTIAL RESPONSIBILITIES:

The essential functions of this position include but are not limited to:

1. Responsible for daily operation and assigned administrative tasks for the kitchen, grill and cashier counter.
2. Supervises, recommends hires, trains, and schedules all Food Service personnel.
3. Maintains a high level of Customer Service in all of the Food Service and Catering areas
4. Maintains a superior sanitation environment in all Food Service areas and ensure staff maintains sanitary standards.
5. Ensures proper preparation of high quality food products in all food areas according to the prepared menu.
6. Prepare and monitor the Food Service budget to be presented to the Vice President of Administration and Business Affairs.
7. Schedule, Price, Order and prepare Catering request for all College Catering functions.
8. Keep record of all Food Service Sales and be aware of sales trends to aid in decision making.
9. Prepares food cost and food prices for foods prepared daily.
10. Prepares and maintains adequate weekly food orders to maintain inventory and supplies for Food service operation.
11. Maintains daily inventories
12. Reviews, signs, and delivers staff time sheets to Payroll.
13. Keep abreast of all current food service products, service practices, and food service equipment.
14. Ensure employees maintain proper food handling and safety and sanitation standards according to the Illinois Sanitation Code when preparing and serving food items.
15. Report any issues or problems to the Director of Auxiliary Service.
16. Performs other job related duties as assigned.

EDUCATION:

High School Diploma is required. Associates degree or Bachelors degree preferred.

QUALIFICATIONS:

1. Must currently have a current Food Service Sanitation Certificate for the State of Illinois or be able to obtain within one month of hire.
2. At least three years experience in Food Preparation and Service.
3. At least one year Supervisory experience in Food Service preferred.
4. Ability to communicate effectively with staff and customers and possess good customer service skills.
5. Ability to multi-task and problem solve.
6. Ability to use computer and have knowledge of Microsoft Office and Internet.
7. Must be able to work some nights and weekends as required.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, manuals, procedure reports, and/or ability required. Experience in a unionized setting is preferred.

REASONING ABILITIES:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

Some heavy lifting required; must be able to lift up to 50 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception. Possible extreme temperatures and noise exposure. Position will be required to perform physical tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.