



Job Description

Position Title	Director of Food Services		
Business Unit	Student Services	Status:	Full-Time Exempt (Salaried)
Reporting to	VP for Student Services	Salary Range:	65K-70K

Background	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University’s Mission statement is “Inspiring knowledge, faith, and service through Christ-centered education.”</p>
Position	<p>The Director of Food Services is responsible for all food preparation and serving. The Director of Food Services practices development, evaluation and improvement of the offered services, staff and working policies. The Director of Food Service ensures a quality culinary and dining experience for students and community customers.</p>

Responsibilities

- Establish standards for food preparation, including food quality, standardized recipes and portion size, with emphasis on appeal, maximum nutritive value and flavor, efficient and quality service and sanitary conditions.
- Monitor food production and service to assure that planned menus are followed and substitutions comply with adequate meal requirements.
- Develop procedures for properly receiving, storing and distributing food and supplies.
- Maintain an accurate inventory of all food, supplies and equipment.
- Administer and maintain the budget to assure a financially sound food service program.
- Assess needs and develop specifications for competitive bids and requisition for all foods, commodities, supplies and equipment.
- Develop, prepare and administer program reports, accurate accounting procedures and records for proper control and management of money, food, labor, supplies and other costs.
- Assure implementation of sanitation and safety procedures in all phases of food service operation to remain in compliance with all state and federal requirements.
- Determine staffing levels, request hires and supervise employees, administer personnel policies, implement training programs, payroll preparation, employee management and evaluations.
- Facilitate departmental improvements through the creation of a positive work environment, analyzing program needs and developing program goals and actions plans.
- Review work procedures and operational procedures in order to determine ways to improve safety, performance and customer service.
- Represent the department on appropriate committees and organizations.
- Work in conjunction with other departments in areas of programming, scheduling and special events to maintain positive working relations.
- Perform other related duties and responsibilities as assigned by the Vice President for Student Services.

Staff Supervision

Administrative Assistant
Knights Grill Cashier
Chef de Partie

<p>Requirements</p>	<p><u>Minimum</u></p> <ul style="list-style-type: none"> ▪ Must have a strong commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere. ▪ Relevant and applicable food service certifications for the state as well as for professional development. ▪ Ability to read, write, and communicate effectively in English as required to perform the essential functions of the position.
<p>Preferred</p>	<ul style="list-style-type: none"> ▪ Two to five years' relevant supervisory experience ▪ Two to five years' leadership experience ▪ Five to seven years' experience in food service, preferably in an academic environment.

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.