

**EMMAUS BIBLE COLLEGE
JOB DESCRIPTION**

**STUDENT LIFE DEPARTMENT
DIRECTOR OF FOOD SERVICES**

POSITION IDENTIFICATION

Position Title: Director of Food Services

Department: Student Life Department

Status: Full-time (11 month appointment including on-campus engagement during the summer months i.e., department retreat, running start days, and administration of campus life services, summer camps. Additionally during the summer months, student life staff members are expected to actively communicate and engage as needed to achieve institutional, and department goals.

Reports To: V.P. and Dean for Student Life

Date Written: January, 2022

POSITION SUMMARY

The Director of Food Services plays an important role in support of the mission of Emmaus Bible College. As a member of the Student Life team, she/he reports and works closely with the V.P. and Dean for Student Life to ensure quality food services and engagement activities in support of all campus and student activities and needs. The Director of Food Services provides leadership and management of all food service needs of the campus and will be responsible for hiring and management of all food service team members.

ESSENTIAL JOB FUNCTIONS

Financial and Administrative

The Director of Food Services will be responsible for the food service budget including purchasing and receiving, managing contracts with outside vendors, and maintaining a food and labor budget within institutional means. Additionally, this position will ensure all equipment is maintained and serviced regularly, kept in compliance with prevailing standards.

Food Preparation

The Director of Food Services will be responsible for developing and implementing a full service meal plan to include nutritionally balanced meals. She/he will also oversee food prep and presentation, maintain high standard for food quality and service and provide dietary accommodations as needed to support approved dietary accommodations.

Personnel Management

The Food Services Director will be responsible for the hiring, training, scheduling, and management of 50+ team food service employees, both full and part-time. This will include any training related to food safety and compliance for all employees.

Event Management

The Food Services Director will be responsible for planning, coordinating, and overseeing all events both on and off-campus, where food service is requested.

EDUCATION, TRAINING, AND EXPERIENCE

1. Bachelor's degree preferred..
2. 2-4 years' industry experience in food services with progressive responsibility.
3. Has a current Servsafe® food handlers safety certification or able to obtain one

KNOWLEDGE, SKILLS, ABILITIES, AND DISPOSITIONS

1. Born-again believer in the Lord Jesus Christ.
2. Demonstrated Christian character and spiritual maturity.
3. Alignment with the Doctrinal Statement of Emmaus Bible College.
4. Commitment to the Mission, Core Values, and Institutional Goals of Emmaus Bible College.
5. Knowledge of the Word of God, as demonstrated by its proper application in life.
6. Strong communication, interpersonal, and administrative skills.
7. A commitment to the local church and demonstrated relationship with Jesus Christ.
8. A calling and commitment to the ministry of mentoring and leading young people and college students.
9. Demonstrated management and leadership abilities required
10. Basic financial organizational, customer service, and communication skills expected
11. Ability to handle unexpected situations calmly and efficiently
12. Ability to work independently and efficiently in a fast-paced environment
13. Flexible schedule including some nights and weekends
14. Ability to develop, organize, and execute events.
15. Ability to walk from one campus facility to another.
16. Ability to spend extended periods of time sitting and standing.
17. Ability to lift, move, and carry objects up to 30 lbs
18. Ability to work long hours in rooms with high temperatures and in refrigerated storage areas when necessary.
19. Adequate vision, hearing and manual dexterity to interact with people in person, on the phone, on computer, and in writing; requires the ability to identify, observe and assess visual color discrimination and depth perception.
20. Ability to reach with hands and arms; use hands to handle or feel objects, tools or controls (e.g. mouse, keyboard, telephone, equipment); also requires arm-hand steadiness, manual dexterity, and the ability to make precisely coordinated movement.
21. Has a driver's license and ability and willingness to drive students for school related events.
22. Supports all policies and procedures of Emmaus Bible College.