

Job Description**Director of Food Services****Principal Function**

The Director of Food Services is responsible to the Dean of Administrative Affairs for the operation of campus food services.

Responsibilities

The Director of Food Services should:

1. Requisition and purchase food for all scheduled meals and social functions.
2. Manage the planning, preparation, and serving of all meals and refreshments for campus functions.
3. Decorate dining room and tables if requested.
4. Maintain standards of cleanliness.
5. Maintain all kitchen and kitchen related equipment.
6. Employ, supervise, and terminate all food service personnel.
7. Maintain accurate records of any funds collected, expenditures, and kitchen operating costs.
8. Submit proper reports to business services.
9. Make weekly transfer of money and receipts to business services.

Qualifications for Position

The Director of Food Services should have:

1. Neat personal appearance.
2. Friendly and pleasant disposition.
3. Ability to handle conflict.
4. Knowledge in nutrition.
5. Good skills in planning and preparing food for different size groups.
6. Decorating skills.
7. Ability to be flexible.