



Dining Commons Director

Job Description

Title: Dining Commons Director (Lead Chef)

Hours: Full time (minimum 40 hours)

Description of Position:

The position of the Dining Commons Director is established for the purpose/s of providing support to food service activities with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; preparing deposits; and complying with mandated health requirements.

Essential Duties and Responsibilities:

- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance, and temperature for the purpose of presenting items that will be accepted by the students and/or staff according to dietary guidelines.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Orders food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations with established nutritional and budget guidelines.
- Orients student workers for the purpose of providing training and information regarding the food preparation operations and activities.
- Oversees the preparation, cooking, serving and transportation of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Prepares a variety of documentation (e.g. reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.
- Supervises food service workers and other personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Must be flexible in positions during off season

Requirements:

- This team member must have very strong communication and management skills
- Formal experience in business/managing/cafeteria/food services
- Preferred languages: Spanish and English