

**FACULTY-STUDENT ASSOCIATION OF SUNY SCHENECTADY COUNTY
COMMUNITY COLLEGE, INC.**

POSITION DESCRIPTION

FACULTY-STUDENT ASSOCIATION GOAL:

SUNY Schenectady County Community College is a public, comprehensive, two-year institution serving both full and part-time, day and evening students. The Faculty-Student Association (FSA) is a financially self-supporting corporation designed to provide a variety of auxiliary services and financial assistance for the benefit of the college community. The goal of the FSA is to provide the best auxiliary services and comprehensive financial support possible.

POSITION TITLE: Dining Services Manager

PRIMARY DUTIES:

- Oversee and direct the entire dining services operation
- Menu development for daily operations and catered events
- Work with campus partners to improve dining experience
- Training, mentoring and scheduling of team members
- Manage and participate in food production, including food ordering, food preparation and food sanitation
- Manage service delivery, training, safety, sanitation, facilities maintenance, marketing, and cash handling
- Develop operational pricing and budgets while meeting sales, budgetary and financial targets
- Implement and maintain HACCP standards
- Inventory control
- Set the tone for exemplary customer service

IMMEDIATE SUPERVISOR: Executive Director of the Faculty Student Association

DINING SERVICES GOAL:

As a division of the FSA, Dining Services is expected to operate at a profit while providing quality, comprehensive services to the college community. These include providing healthy, nutritional, appealing menus that produce a diverse range of culinary offerings.

POSITION GOAL:

The goal of the Dining Manager is to effectively perform the responsibilities associated with the position. In so doing, the FSA will be better prepared to fulfill its operational goals.

Minimum Qualifications: At least three (3) years experience in the restaurant industry. Catering experience. A minimum of two years managerial experience. Two year degree in culinary arts preferred.

The Faculty Student Association of SUNY Schenectady is an AA/EEO Employer

It is the policy of the Faculty Student Association of SUNY Schenectady County Community College to provide equal employment opportunity to all people without regard to race and color, creed, national origin, sex, age, disability, sexual orientation, marital status, familial status, military status, domestic violence victim status, arrest or conviction record, and predisposing genetic characteristics.