



## **RHODE ISLAND COLLEGE JOB DESCRIPTION**

Position classification: PSA  
Date created or revised: 9/22/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: No  
Campus Security Authority: No

Title: Assistant Director, Culinary and Retail Services  
Status: Full-time, 35 hours per week – Non-Standard Work Schedule  
Grade: 12  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director, Dining and Retail Food Service

### **PRIMARY PURPOSE:**

The Assistant Director, Culinary and Retail Services, serves as a lead campus food subject matter expert, assisting the Director with the development, execution, and delivery of a variety of diverse, healthy, exciting, and appealing offerings, to include new culinary trends, vegan, vegetarian, and special dietary selections, for all service platforms, consistent with Dining Services sustainability and local sourcing initiatives and in a manner that supports an exceptional guest experience.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Assist in the development and implementation of Rhode Island College's culinary vision and goals in collaboration with the Dining Management Team.
- Build relationships with campus and vendor partners and serve on advisory boards to promoting dining services and recipe development ideas.
- Create and develop innovative food offerings and programs for campus wide food operations including major and/or high-level catering events.
- Review, test, and evaluate new recipes and offerings for all dining platforms and provide final recommendations for inclusion based upon guest tastings and guest consultation.
- Oversee the roll out of new offerings and assist with the promotion and marketing of same.
- Lead in the culinary planning process and participate in the execution of high-profile special events using cutting edge techniques and methods.
- Handle all sensitive dietary requests with discretion, sensitivity, and acumen.
- Assist in new concept development, equipment analysis and purchasing, kitchen design and workflow management.
- Collaborate and advice on food purchasing decisions in support of Dining Services social responsibility objectives, sustainable practices, and local sourcing initiatives, recognizing quality and food costs.
- Perform and provide product cost analysis as well as menu cost review and analysis to ensure critical cost points are met.
- Assist the Director in the establishment and management of food and related annual budgetary lines.
- Create and provide continuous training programs to all food production staff, supervisors, and students in the areas of food preparation, presentation, packaging, and customer service.
- Facilitate and conduct training and for food production staff, supervisors, and students in allergy awareness, food safety practices, and cleaning/disinfection procedures.

- Develop and conduct trainings which will advance staff competencies and knowledge of efficient food preparation techniques, culinary trends, vegetarian, vegan and raw cuisine, nutrition, special dietary needs,
- Providing oversight and supervision of food preparation, production, packaging, and presentation, in accordance with established standards.
- Ensure compliance with all State Health Department and safety regulations, and the implementation of Hazard Analysis and Critical Control Points (HACCP) in all food storage, production, and service.
- Assist with production planning, tasks assignments, and the coordination of the day-to-day activities.
- Direct and supervise recipe compliance and documentation, safety and sanitation, and production records.
- Oversee and ensure compliance of food preparation to QA standards and safety/security related to handling and preparation of food, third party certification, and recipe and product adherence.
- Assist with website, Anchor Mobile Dining App and related communication resources to ensure timely and accurate information, to include online nutrition information, is readily available to guests,
- Ensure excellent guest service in all customer facing platforms and demonstrate leadership and communication skills to support a welcoming environment for staff, students and customers.
- Expand the *Dine Green @ RIC Initiative*, and the student Green Dining Team.
- Conduct interactive food demonstrations, sustainable/ environmental training, and green marketing.
- Implement short- and long-term dining waste reduction and landfill diversion practices.

Occasional Job Functions:

Perform other duties as assigned by the Director, Dining and Retail Food Services.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Associates Degree in Business, Hotel, Restaurant or Institutional Management / Culinary or related field.

Experience:

A minimum of five years of experience in high volume, college, university or similar setting with culinary, supervisory, and managerial experience.

*OR*

In lieu of an Associate's degree, high school degree or GED *with* ten years of experience in high volume, college, university or similar setting with culinary, supervisory, and managerial experience.

License(s):

Must possess and maintain certification as a Certified Food Safety Manager by the RI Department of Health.

Skills, Knowledge, and Abilities:

- Ability to work non-standard hours to include nights and weekends as required
- Strong communication, organizational and interpersonal skills.
- Competence in utilizing various technology applications, electronic communication, word processing, and other related functions.
- Ability to effectively interface with a diverse work force, staff, administrators and guests.
- Demonstrated skill in leading work groups, managing and supervising complex projects, leading and supervising students and the ability to effectively manage multiple tasks simultaneously with attention to detail.
- Advanced verbal, written, and listening communication skills.
- Advanced problem solving, decision making and reasoning skills, and the ability to develop original ideas to solve problems.

**PREFERRED:**

- Bachelor's degree in Culinary, Business Administration, or a related field.
- Knowledge of computerized food services systems, to include CBORD, Event Management system (EMS), and VISEX Media appliances or equivalent.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*