



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 2/22/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Assistant Director, Dining Procurement and Resources
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, Dining Procurement and Resources, assists the Director with the procurement and oversight of Dining Service's food, beverage, and related resources with a strong focus on sustainability and the procurement of local and regional products, cost effectively, identifying, obtaining, and managing resources in a manner that supports an exceptional guest experience.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Identify a variety of food, beverages, and related items to meet the ever-changing needs of a diverse guest base, with emphasis on local and regional items of quality.
- Assist with, menu planning, product selection, and retail offerings as well as special event/program needs, in collaboration with the management team.
- Engage in service delivery issues / problem solving and new operational initiatives designed to maintain high standards and improve the guest experience.
- Lead, advise, and make key decisions on all purchases in accordance with Dining Services social responsibility objectives, sustainability practices, and local sourcing preferences, without compromising food cost or quality.
- Develop and implement processes, procedures, and initiatives which generate procurement efficiencies.
- Research, establish, and maintain in a professional manner, multiple sources capable of providing cost effective, high quality products, equipment, and services on a consistent and timely basis.
- Develop product specifications, determine purchasing quantities, and maintain procurement data.
- Initiate, coordinate and oversee procurement processes to include Requisitions, Purchase Orders, MPAs, etc., associated with food, beverages, packaging, supplies, and resources.
- Ensure all procurement actions are conducted in compliance with applicable state, and college standards and consistent with departmental sustainability objectives.
- Assist the Director with the development and oversight of food, cleaning and capital equipment budget lines.
- Conduct inspections of goods and services received, for quality control and compliance to specifications.
- Manage receiving, storage, inventory control and distribution in compliance with established procedures.
- Provide direction, and supervision for monthly and end of year inventory information, associated cost data, and maintain records of same.

- Responsible for the training, and supervision of staff engaged in receiving, storage, inventory control and record keeping functions.
- Monitor stores and production inventories to maintain established levels and avoid excess costs.
- Perform and maintain, product cost, retail item cost, and suggested retail price analysis for all products.
- Establish and maintain a procurement data base, procurement manuals, plans, and procedures for use by all members of the Dining Management Team as needed.
- Ensure compliance with Federal, State and department sanitation standards as they relate to the receipt, storage, preparation, distribution and sale of food/beverages.
- Coordinate routine and preventive maintenance, registration, and inspection of Dining vehicles and maintain records of same.

Occasional Job Functions:

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

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's 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 food service procurement, supervisory, and managerial experience.

OR

In lieu of a Bachelor's degree, high school or GED degree *with* ten years of experience in high volume, college, university or similar setting with food service procurement, 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.
- Proficient in the State of RI and Rhode Island College purchasing regulations.
- Strong communication, organizational and interpersonal skills.
- Ability to effectively manage multiple tasks simultaneously with attention to detail.
- 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.

PREFERRED:

- Master's degree in student Business Administration, Public 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.