

DIRECTOR OF CULINARY SERVICES

Function of Job:

Under administrative supervision from designated administrator, supervise, plan and coordinate all food production and food and beverage services of the hospitality division within a college/university, including institutional kitchens, bakeries, restaurants and all retail food venues; and assist with planning, development, coordination and implementation of programs such as catering and alcohol distribution.

Characteristic Duties and Responsibilities:

1. Supervise and coordinate all aspects of food production of a large-scale food preparation operation, including daily production of all foods and assisting with staffing schedules.
2. Assist in interviewing, hiring, and supervising food production staff.
3. Develop training programs and coordinate all professional development for staff.
4. Inspect food facilities to ensure compliance with quality, sanitation, and safety standards.
5. Serve as chef for special functions as needed.
6. Assist in developing and updating recipes and menus.
7. Assist as needed in the operation of assigned specialty areas, such as catering and alcohol distribution.
8. Oversee the purchase of food items and equipment used in food preparation.
9. Inspect coolers and freezers for proper storage and inventory levels and use of leftovers in daily operations.
10. Participate on committees and maintain appropriate records/files as required.
11. Perform related duties, as assigned

Minimum Acceptable Qualifications:

1. Associate's degree and five years experience in quantity food preparation., including three years at a supervisory level, or two years of formal post-high school training in food preparation principles/techniques and seven years experience, including three at the supervisory level.
2. American Culinary Federation Educational Institute (ACFEI) Certification at Certified Executive Chef or higher and American Hotel and Motel Association Educational Institute (AHMAI) Certification at Certified Food and Beverage Executive level or higher required.
3. Experience with food preparation and materials/methods used in large-scale cooking.
4. Supervisory and management skills.
5. Experience supervising the operation of all types of standard kitchen equipment/machinery.
6. Expertise in food values and nutrition.

Additional Desirable Qualifications:

1. Experience coordinating food preparation at a quality restaurant noted for the preparation of gourmet food.
2. Supervisory and management experience at an institution or restaurant of similar size to those within USNH.

3/12/00

System Approval

12/4/00

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

