

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position – Director of Dining Services**

Preparation Date: June 15, 2018

Function of Position:

The Director of Dining Services is responsible to the Vice President for Finance and Administration for planning, organizing, developing, and directing the overall dining services operations. This position is responsible for the analysis and development of policies, procedures and departmental changes affecting the ability of College programs to effectively and efficiently provide high quality services.

Duties and Responsibilities:

1. Responsible for the operation of dining and hospitality services (board plan, retail, catering, ID card system, central dining office functions, vending), Camps and Conferences, Information Desk, Ticket Office, and student center facilities and campus room reservations; development, implementation, and execution of policies, budgets, short- and long-range planning to achieve goals; purchase of products and equipment, and services agreements. (25%)
2. Maintain quality services and seek to improve services and keep up with trends. Facilitate positive student and other customer relations; seek and respond to student and other customer feedback; represent department in communications with students and other constituents; give presentations on behalf of the department, and facilitate open forum discussions with various constituents. (20%)
3. Direct and assist with the development and implementation of menus and recipes, including special diet planning; write and price menus; meet with clients to plan services. (20%)
4. Direct implementation and utilization of computerized systems, including, but not limited to FSS, Micros, GET, Cbord Odyssey, ID Works, Kronos staff time keeping, and When to Work. (15%)
5. Develop and implement board plan changes that support student needs and College goals. Make board plan pricing recommendations. (5%)
6. Develop, implement and evaluate student employment or related programs that enhance co-curricular learning and influence the development of transferrable knowledge and skills. (5%)
7. Assist with developing and setting priorities to expand services and programs, building business and development opportunities for the college. (5%)
8. Provide input for budget management and implementing continuous process improvement; monitor budget and make appropriate changes to meet department and College goals; analyze the impact of proposed policies, procedures, and departmental changes through the analysis of budgets, market conditions, revenue streams, cost/benefit and opportunity cost analysis affecting the ability of the college to effectively and efficiently provide high quality services. (5%)
9. Performs other related duties as assigned.

Supervision:

Under administrative direction, employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

Minimum Qualifications:

Requires Bachelor's degree in food and nutrition, hospitality management, business or a related field, with seven years progressive managerial experience. Experience with direct supervision, management, business operations and development; marketing and public relations, operational control systems, food production, and safety and sanitation; assessing departmental needs and implementing change; ability to facilitate employee training and development; handling difficult situations, negotiating and

managing contracts. Serve safe or FMP certification required upon hire if degree is not food related. Master's degree preferred.

Physical Abilities:

Walking and standing for long periods, being in warm kitchens, and coolers and freezers, sitting for long periods of time, occasional lifting of up to 30 lbs. to assist with work. Ability to communicate verbally and use a computer.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

***Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.***