

Job Description

Position Title: Specialist, Hospitality Leadership

Job Group: Instructional Support

Job Level Group: Support Intermediate

FLSA Status: Non-Exempt

Salary Grade:

Position Summary:

The Hospitality Leadership Specialist is responsible for performing various culinary program duties in assigned areas by coordinating multiple or complex processes that require analytical decision-making skills. This position coordinates the culinary programs and supervises staff supporting the faculty in those areas.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinate and evaluate day-to-day operations for Desert Vista Campus Hospitality Leadership auxiliaries (i.e., Café & Bistro, Grill, Food Truck, Catering)
2. Provides support to staff to include preparing kitchen/class/food truck and supplies; ensuring staff members have proper supplies and food for class. Provides assistance with flow in the kitchen, and food truck and off-sight catering
3. Provides input in the development, implementation, and coordination of program enhancement, program guidelines, goals, objectives and activities as requested
4. Assists in the maintenance, ordering, receiving and stock rotation on incoming inventory. Assists students with materials and program supply needs
5. Performs basic maintenance duties as needed to ensure a clean, safe, and functioning learning environment; cleans equipment and performs basic preventive maintenance and reports issues to other specialists and/or lab supervisor to coordinate repairs with service company
6. Responds to questions and problems from students, faculty, staff, and administrators
7. Identifies new diet and nutrition issues. Research, test, and recommend recipes
8. Cleans and sanitizes kitchens, food storage areas, refrigerators/freezers, cupboards and any other area equipment as necessary in order to maintain department standards.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices

2. Knowledge of internal and external customer service principles and practices
3. Knowledge of business management and fiscal practices
4. Knowledge and application of organizational and time management principles
5. Knowledge and application of various instructional methodologies
6. Skill in effective communication (both written and oral)
7. Skill in organization, coordination, and management
8. Skill in people leadership and supervision
9. Skill in problem solving
10. Ability to develop and maintain effective and positive working relationships
11. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input in to performance reviews.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High School Diploma or GED required
- Associate degree in closely related field of study may be preferred
- OR
- Bachelor's degree in closely related field of study may be preferred.
- One (1) to three (3) years of related experience required.
- Three (3) to five (5) years of related experience in an Institution of higher learning preferred.
- May require specialized certification depending on assigned department.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional setting; to stand for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement to include use of a computer keyboard; to operate various equipment required to perform job; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as infectious disease, chemicals, or moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work duties
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License