Food Service Chair

Job Description and Responsibilities:

1. Works with the registrar to determine the number of students and amount of food needed.
2. Works with the facilities chair to arrange for rooms and space necessary to provide a food service.
3. Coordinates with a catering service, if it is necessary to hire one.
4. Plans and provides for a continental breakfast, coffee, lunch and snacks for the college participants.
5. Provides budgetary estimates on the cost of the food service to the college dean.
6. Works with the facility chairman to set up the service areas.
7. Insures that the lunch procedures are carefully planned and communicated to all participants so that all participants can be served in a timely and efficient manner.
8. Provides listings of the menu in the food service areas.
9. Makes sure that special dietary needs are met (vegetarian, diabetes, low fat, low salt, gluten free, etc.)
10. Arrange for adequate staff to prepare and serve the meals as well as clean up at the conclusion of the service.

Selection Criteria

1. Has food service experience for large crowds.
2. Can identify sources for perishable and non-perishable supplies.
3. Has access to a vehicle to transport materials and food supplies.
4. Is aware of and follows all state and local food service sanitation laws.
5. Can plan for all types of dietary needs.