



BELLINGHAM TECHNICAL COLLEGE
invites applications for the position of:

Food Service Chef/Manager

OPENING DATE: 06/09/17

PRIORITY CONSIDERATION BY: 07/03/17 05:00 PM

DESCRIPTION:

Bellingham Technical College invites applications for one full-time, annual year-around Food Service Chef/Manager position. It is a non-represented professional position, overtime exempt from FLSA, and is at-will. This position reports to the Director of Enterprise Services. This position is anticipated to begin about September 5, 2017.

The Food Service Chef/Manager is involved with the day-to-day food preparation and oversight of BTC's campus food services including deli/grill, coffee shop & internal catering needs. This position is also responsible for food preparation and oversight of evening and weekend special events. This includes budget planning, scheduling, menu planning, sanitation schedules, and preparation of related activities. Coordinates and supervises food service workers, assigns and schedules work; provides in-service training to cooks and other employees; instructs details to kitchen help in simple food preparation and kitchen procedures. Coordinates with the Culinary Arts instructional program in the use of student produced products.

POSITION DUTIES & RESPONSIBILITIES:

- Supports management of catering proposals, menu pricing and menu innovation for internal and external catering functions;
- Executes all catering functions that require onsite support, assist in development of external year round catering program;
- Assists with special events catering menu planning and costing as needed;
- Provides sales support of BTC conference and special event services;
- Provides year round food service for BTC students, faculty and staff in various dining areas;
- Work cooperatively with the management and staff of campus departments, faculty, and external parties to provide a high quality customer service experience;
- Supervises and schedules temp food service employees, students and interns; interviews, recommends, reviews and evaluates performance;
- Creates schedules of all assigned food service personnel on a daily basis; participates in cooking duties;
- Prepares menus and food for service along with recipe/procedure documentation; converts standard menus to fit current market trends and customer needs;
- Supervises and coordinates the apportioning and distribution of prepared food to various dining areas at scheduled times;
- Assists in developing, planning, and managing department budget;
- Maintains inventories on produce, dry stores, canned goods, kitchen utensils, and equipment; maintains records;
- Prepares requisitions for food, supplies and equipment;
- Maintains applicable preventative maintenance programs to protect the physical assets of the college;
- Responsible for proper food worker training and certification, storage of food and supplies;
- Prepares sanitation schedules; supervises preparation, service and sanitation;
- Evaluates capital equipment conditions; recommends repair or replacement of capital equipment to supervisor;
- Sets up and serves food products for special functions;
- Other related duties as assigned.

Knowledge Skills and Abilities:

The knowledge, skills, and abilities listed below represent the characteristics and essential performance expectations of the position. Applicants do not necessarily need to enter the position with all of these knowledge, skills, and abilities.

Knowledge of:

- Practices, methods, and procedures of large-scale food preparations; food values and nutrition; personal hygiene, food handling, sanitation, and safety precautions;
- Care and use of kitchen utensils and equipment; record keeping, menu planning and cost analysis;
- Principles and methods of supervision and training;
- Physical inventory and control techniques;
- Pertinent federal, state, city and college rules and regulations;
- Washington Industrial Safety and Health Act (WISHA) and Occupational Safety and Health Agency (OSHA) regulations to perform assigned tasks;
- OSHA and WISHA compliance standards;
- Leadership/supervisory principles;
- Security operations, crowd control, crime prevention, and safety practices;
- Planning, implementation and monitoring of program budgets.

Skills to:

- Communicate clearly with supervisors, kitchen and dining hall personnel and BTC Campus Community at large;
- Provide excellent customer service skills; including internal and external customer satisfaction;
- Provide effective Planning and project Management skills;
- Manage and monitor budgets;
- Provide excellent verbal, listening, writing, and problem solving skills;
- Use a computer proficiently, including MS Outlook (email); web browsers (internet searches), and MS software such as Word and Excel.

Ability to:

- Work independently and under minimal supervision; deal effectively with problems, and exercise independent judgment when making decisions;
- Manage in a diverse environment with focus on client and customer service;
- Work with individuals with varied ethnicity, ages, backgrounds, and abilities;
- Be creative and entrepreneurial self-starter;
- Establish work methods and instruct others in cooking and kitchen work;
- Establish and maintain cooperative working relationships with others;
- Estimate quantities and follow large-scale recipes;
- Follow written and verbal instructions;
- Handle multiple events at the same time;
- Demonstrate strong organization and time management skills;
- Use a variety of technologies to manage, extract, analyze, present, and visualize data;
- Plan and organize the work of others;
- Change activities frequently and cope with interruptions;
- Respond appropriately to difficult situations, using independent judgment within policy and legal guidelines;
- Add, subtract, apply fractions, percentages, ratios and proportions.

QUALIFICATIONS:

Required Qualifications:

- Associate's Degree or certificate in culinary arts, restaurant management, hotel and restaurant administration, or related field from an accredited institution;
- Three years of recent directly related experience;
- Demonstrated supervisory/administrative experience to lead a team and manage multiple tasks and projects;
- OR a combination of education and experience that provides the applicant with the knowledge and skills to perform the job will be considered;
- Washington State Food Worker Card and MAST (Mandatory Alcohol Safety Training) permit
- Ability to work a variable schedule including evenings and weekends as needed depending on specific events.

Preferred Qualifications:

- Five or more years of management or lead work experience in large-scale food operations involving work in the planning, organization, and production of meals, food procurement, storage, and preparation, or closely related work;
- Experience in large scale catered functions including full service venues and/or off-site catering programs;
- Experience supervising union employees under collective bargaining agreements.

Physical Work Environment:

Work is performed in a commercial kitchen with direct contact with the public, staff, faculty and students. Work in confined spaces; lift up to 35 pounds, carry, push, pull; sit or stand for extended periods of time; walk, stoop, bend, and twist; frequent repetitive finger, hand and wrist motion to operate equipment; Frequent need for oral, written, and auditory communications; exposure to noise, electricity, machinery; frequent interruptions and distractions; deal with environmental stresses, emergency situations, and deadlines. Special events require outdoor work with exposure to various weather conditions; moving within corridors and between buildings; exposure to cleaning chemicals and other related chemicals commonly used in the kitchen; may require use of protective devices such as hairnets and gloves.

SUPPLEMENTAL INFORMATION:

Compensation and Work Schedule:

Salary range is \$4,167 - \$4,833 per month (\$50,000 to \$58,000 per year). Position also receives sick, personal and vacation leave accruals, paid state holidays, tuition waiver, and a generous Washington State insurance and retirement benefits package.

This position will have a variable schedule including evenings and weekends as needed depending on specific events; and schedule may vary including working more than 40 hours per week as needed.

Condition(s) of Employment:

Background Check: This position will be subject to a pre-employment background check and employment is contingent on passing a criminal history background check satisfactory to the college.

Washington State Food Worker Card & Mandatory Alcohol Safety Training (MAST) Permit.

Application Procedures and Deadline:

Required application materials must be completed and submitted online at www.btc.edu/jobs and received by 5 p.m. on July 3, 2017. Application materials received after this date and time may be considered until the position is filled. More information about Bellingham Technical College is at www.btc.edu or contact the Human Resources Office at (360) 752-8354. You will be contacted if selected for an interview. At this time, BTC is not sponsoring H-1B Visa's.

Required Online Application Materials:

- Completed Online BTC Employment Application & Supplemental Questions;
- Attached Current Resume (Prefer Word or PDF File).
- Attached Cover Letter (addressed to HR) that details your qualifications including reference to your education and experience for this position.
- *Official transcripts that document meeting the required educational qualifications will be required upon hire, but are not required as part of the application process.*

Examination Requirements:

Software or other examinations may be administered for finalists including menu planning with production plan and preparation of meal from submitted menu and testing in Microsoft Word and Excel proficiency.

Interviews are anticipated to be held July 24 - 27, 2017.

The application package and all materials submitted with it become the property of the college and will not be returned or considered for additional or future openings.

Mission: Bellingham Technical College provides student-centered, high-quality professional technical education for today's needs and tomorrow's opportunities.

Employment Eligibility Verification: Bellingham Technical College employs only United States citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the Department of Homeland Security.

Non Discrimination/Equal Opportunity: Bellingham Technical College does not discriminate against any person on the basis of race, color, religion, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Executive Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225; (360) 752-8354; email hr@btc.edu.

Disability Accommodations: Upon request, accommodations are available to persons with disabilities for the application process. Contact Human Resources at (360) 752-8354; email hr@btc.edu.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/btc>

Position #2017-00021
FOOD SERVICE MANAGER/CHEF
TW

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