

Director of Dining Programs
Johns Hopkins University
Location: Baltimore, MD

The Director of Dining Programs is part of Community Living and the Homewood Student Affairs Division with the goal of enhancing the student experience by providing quality dining services to students, faculty, staff and visitors. This position reports to the Associate Dean of Student Life for Community Living and shares the commitment to create an environment that enhances the dining experience of Hopkins students and supports the academic mission of the University. It is the university's goal to be one of the top dining programs in the country.

The Office of Dining Programs oversees contractual operations in seven different buildings on the Homewood Campus and manages relationships with the food service contractors in addition to both beverage and snack vending contracts.

This position has a critical role in the development of a student centered dining community where excellence is the standard, diversity is embraced and learning is enhanced.

The Director of Dining Programs oversees the action of two additional staff: An Administrative Coordinator and an Assistant Director of Dining Programs. This position works directly with multiple food service contractors on the development and execution of a strategy for success.

To view complete posting and to apply, please visit <http://apptrkr.com/1042952> , create and save your account application first, then enter requisition #315275 in the "Search Jobs" field. For more information call the Central Talent Acquisition Office at 443-997-5100.

Qualifications

Bachelor's degree in a related field. Master's degree or Culinary Degree preferred. Five years related experience required in management and operations of a dining program with strong preference operating in a college/university environment. An understanding of managing a contracted dining service in a union environment. Managing the service and repair of food service facilities and equipment. ServSafe certification is required and must to be obtained within three months of employment if not currently held.

Knowledge, Skills and Abilities:

- Demonstrated use of Microsoft Office Suite; experience in dining related software such as Blackboard Transact and Sequoia Quadpoint.
- Self-directed, able to establish timelines and complete assigned tasks with minimal supervision.

- Excellent written and oral communications skills, including the ability to articulate issues clearly to a diverse audience.
- Demonstrated commitment and ability to practice open and effective communications with students; University faculty, staff and administration; contractor partners and external groups to build and maintain collaborative relationships.
- Demonstrated ability to manage a complex workload, prioritize tasks, and use good judgment in providing services based on goals.

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