Notice of Position Opening
Full Time Pathways
Executive Director of Culinary Arts
(E003-22)

Posting Date: January 21, 2022
Grade Level: Pathways/Exempt
Reports to: Lead Vice Chancellor, Educational Affairs
Deadline: Applications will be accepted until January 31, 2022

Summary of Duties:
The Executive Director of Culinary Arts (EDCS) develops strategies to support the development and improvements of the banquet operation and culinary arts program. This position drives the development, adoption, utilization, and sustainment of best practices, tools and systems for the District’s banquet and culinary arts offerings. All duties are performed in accordance to Wayne County Community College District’s policies and procedures.

Specific Duties and Responsibilities:
- Provides leadership to banquet and culinary arts team throughout development, socialization and implementation of recognized best practices within the culinary arts and events industries.
- Assists with the development and maintenance of documentation and toolkits that support banquet and event operational strategies (Operations Playbook, project decks, project trackers, leadership toolkits, etc.) and culinary arts instructional programming.
- Builds and maintains strong, collaborative work relationships in all banquet areas.
- Assist in managing with banquets/events and daily operations of the banquet area (order and maintain supplies, review set-up and food & beverage preparation and service) to ensure compliance with safety regulations and procedures and to ensure an optimal level of service, quality and hospitality.
- Responsible for instructing students' front of the house food service management skills, and the overall structure and work flow of a kitchen to include: Maintains exceptional levels of customer service.
- Defines banquet staff performance requirements and develops action plans for achievement of goals as part of supervisory duties.
- Plans, assigns, and directs work for banquet staff, including performance appraisals, addressing complaints, and resolving problems.
- Holds pre-function meetings with Front of House banquet staff to ensure smooth, efficient service.
- Supervises the set-up of function rooms and visibly inspects to ensure set-up meets the specifications for the event.
- Effectively communicates during the course of the function with the kitchen, service, beverage, as well as the guest host to ensure timely execution of events, quality service, and adherence to all applicable federal, state, local safety and health regulations.
- Manage banquet teams to drive strategy, efficiencies and consistent reporting.
- Proposes ideas to build the range and quality of culinary arts operations.
- Evaluates guest satisfaction levels with a focus on continuous improvement.
- May be asked to respond to student and customer concerns
- Perform other job-related duties as assigned.

Education:
Bachelor’s degree required.

Experience:
Ten (10) + years of prior experience in banquets. Minimum of five (5) years supervisory experience. Strong strategic planning, project management skills and superior decision-making while managing multiple priorities. Requires a highly professional demeanor, adaptability, flexibility and adherence to a strict level of confidentiality. Expertise in general health and sanitation codes. Ability to work varied shifts, including nights, weekends, and holidays. Excellent customer service skills.
Additional Skills:

- Prior experience ensuring safe work environment in compliance with appropriate regulations (i.e. -- Ergonomics, Emergency Response, Injury and Illness Prevention, and Hazard Communication Plans)
- Record of success in Conference and Banqueting operations, specifically the ability to deliver profit, control costs, and build customer loyalty.
- Keeps current on all relevant banquet and event trends to identify solutions, products, and concepts to pursue that support food and beverage strategies.

Please reference this staffing number on all documents: E003-22

EQUAL OPPORTUNITY EMPLOYER
Mail Resume to: Wayne County Community College District,
Attention: Human Resources, 801 W. Fort Street, Detroit, MI 48226
Or e-mail your resumes to: jobs@wcccd.edu
Statement of Compliance

Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 11114, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993).

Notice of Non Discrimination Policy
Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquiries related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College’s Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.