



DIRECTOR, CAMPUS CENTER

DEPARTMENT: Campus Center

COLLEGE: De Anza

SALARY GRADE: [A2/A3 - G](#)

POSITION PURPOSE:

Reporting to the Associate Vice President of College Operations, manages the food services, building services, and custodial services; evaluates products; supervises repairs, prepares profit-and-loss monthly statements; and evaluates personnel.

NATURE and SCOPE:

The Campus Center Director supervises the following personnel: Food Service Secretary II, Food Service Assistant Supervisor, Food Service Evening Supervisor, Food Service Assistants II and III, Food Service Dish Room Assistant, Building Services Custodian I, Building Services Custodian III, Building Services C Assistant, Custodial Liaison Head Custodian, Custodial Liaison Custodians I, II, and III.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Inspect and direct work on cleaning and set-up of the Campus Center.
2. Deposit daily funds and evaluate costs.
3. Assign the jobs for the day.
4. Check the quality of the food and inspect sanitation.
5. Attend staff meetings.
6. Relieve key employees for break times.
7. Supervise and manage banquets, student club needs, and buy chemical and paper products.
8. Supervise, book, and monitor set-up requirements for meetings.
9. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Business management, leadership, and supervision.
2. Public accounting and financial record keeping producers.
3. Food preparation and maintenance equipment and supplies
4. Quality principles of trust, teamwork and collaboration.
5. Principles and practices of higher education organization and structures
6. Mission and goals of community colleges
7. Federal and State labor laws.
8. Related laws, regulations, public policies, business and administrative practices.

9. District procedures for hiring and paying employees.
10. Computers: commonly used software and communication mediums.
11. Foothill College governance manual

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
3. Proven ability to work with vendors and business community preferred.
4. Skills in team leadership and decision-making preferred.
5. Organizational/ Time management / Problem Solving skills.
6. Presentation skills.

Education and Experience:

1. Master's degree in Hotel-Restaurant Management or related field or Bachelor's Degree with 10 years management experience in the food service environment.
2. Seven years as a director of a large food service concession, preferably in a college environment.
3. Five years as a supervisor of a plan maintenance facility in a medium to large corporation.

Preferred Qualifications:

1. Leadership experience in higher education setting preferred.

WORKING CONDITIONS:

Environment:

1. Typical office environment, subject to some physical activities.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: February 1996

Ed Code: H-11

Creditable Service: PERS