**Director of Dining Services**

**DEPARTMENT:** Dining Services  
**Closing Date:** Review will begin November 2nd & continue until position is filled  
**Employment Detail:** Permanent, Full-Time

**DUTIES:**
- Provide administrative oversight, operational support, leadership, management, and supervision for the Montana Tech Dining Services which includes the Board Plan Dining Program, Cash Operations and Catering: Specific venues are: the Marcus Deli Dining Room, the Marcus Deli Convenience Store, the Fire House Grill, the Digger Sub Bar, the Coffee Mill, the Highlands South Campus Snack Bar and Montana Tech Catering Services.
- Development and execution of MTDS policies, procedures, strategic planning, marketing, unit operating plans, Budgets, and assessments
- Provide effective fiscal management of board plan, cash operation and catering facilities including the establishment of goals and standards appropriate to each unit
- Develop and maintain an effective working relationship with the Offices of the Chancellor, Vice Chancellors, Residence Life, Highlands College and the student & guest population
- Be a leader who is proactive, creates a positive work environment, provides direction, communicates effectively, promotes individual growth, is involved in campus activities, and leads by example
- Provide effective personnel management through staff development, training, recruitment and retention of competent staff, addressing morale issues, and embracing the philosophies of MTDS Performance Planning
- Develop and implement programs for all MTDS staff including, but not limited to career ladder applications, fiscal management projects, capital projects, major renovations, training, and orientation programs
- Develop and implement new programs to keep Dining Services fresh and innovative for students
- Contribute to the success of MTDS by providing leadership, guidance, and support to the professional management team according to the policies and mission of the institution
- Policy creation and implementation
- Food service budgets, capital procedures and monthly income statements
- Extensive knowledge of food service equipment
- Skills and abilities to develop, implement and manage a departmental budget
- Ability to work effectively with a wide variety of students, faculty, and staff

**REQUIRED QUALIFICATIONS:**
- Bachelor of Science Degree in Food Service Management or Hotel/Restaurant Management, or a related field of study and or combination of education and experience
- Five years of related experience with a minimum of two years’ experience in a high-volume, large quantity, progressive college/university environment.
- Extensive knowledge of management and supervisory practices and procedures, methods, and techniques in the food service industry.

**REQUIRED SKILLS:**
- Computer knowledge: Microsoft Office
- ServSafe certified or obtained within one year of employment
- Excellent written and verbal communication skills
- Able to lift 40 lbs. from floor to counter height

**PREFERRED QUALIFICATIONS:**
- Working knowledge in bid writing and managing the request for proposal process
- Ability to develop and effectively execute a variety of policies and procedures in a dynamic food service environment
- Expert knowledge of Meal Plans on a national level
- Working knowledge of Point of Sale systems
- Current knowledge of marketing standards and practices relating to collegiate food service

To apply, please submit the following items:
- Cover letter which specifically addresses the above-mentioned qualifications
- Detailed resume
- Name and contact information for 3 professional references
- Authorization for Criminal Background Investigation

The items listed above should be sent to: Montana Tech Personnel Office  
1300 West Park Street  
Butte, MT 59701  
Phone: 406-496-4380 Fax: 406-496-4387 e-mail: cisakson@mtech.edu

As an Equal Employment Opportunity/Affirmative Action Employer, We Encourage Applications from Vietnam Era Veterans, Disabled Individuals, Minorities, and Women.