



Position Title:	Program Coordinator		
Reports To:	Director of International Hospitality Center		
Department:	Hospitality Management	Job Code:	4186
Prepared By/Date:	John Richards/9-8-2010	Job Group:	PENC
Approved By/Date:	Dr. Rolando Montoya/9-13-2010	Salary Grade:	12
Revised:	Jennifer C. Brito/9-14-2010	FLSA Status:	Exempt

Summary:

The Program Coordinator for culinary arts provides logistical support, and serves as an integral member of the International Hospitality Center's support team. The Culinary Arts Coordinator will coordinate the annual programming schedule of activities and events for the School of Culinary Arts, the International Hospitality Center and events in the culinary arts facilities and is responsible for ensuring effective, timely and strategic scheduling and coordination of employees, resources and support staff based on need per the culinary school and the Colleges calendar of events.

Essential Duties and Responsibilities:

- Coordinates events for the Culinary Arts program, Hospitality Management program, College and campus events, Food & Beverage theatre programming, Restaurant events, Wolfson campus catering, student culinary marketing demonstrations, farmers markets network, recruitment events and advisory board meetings as per school director
- Establishes and maintains all policies and procedures, objectives, safety and environmental standards as set forth by Miami Dade College, the City of Miami, and the state of Florida
- Communicates policies and procedures to all faculty, students, staff and users of the Culinary Arts facility
- Assists in maintaining annual program budgets associated with the program as per School Director
- Develops programming with external agencies, industry and community organizations
- Coordinates all culinary programmatic support activity (internal or external) for the Culinary Arts programs, both in seeking programming opportunities and responding to event queries and requests in a timely manner
- Submits to internal/external users' appropriate programmatic information, scheduling information, estimates, contracts, invoices, reconciliations, etc. on a timely basis
- Administers the logistics of special events, including staffing and personnel, work orders for needed items and equipment; proper venue set-up and staging requirements, admissions and ancillary services reconciliation, insurance riders, etc.
- Orders and inventories all specialty supplies and equipment needed for the program
- Receives and logs student, presenter, faculty and associate feedback, comments, and questions during events
- Ensures that proper incident reports are written and submitted (per occurrence) to the proper authorizing official(s), and that issues are responded to as soon as identified, and that appropriate follow-up action is taken, documented and reported to the Director
- Coordinates with all users of the facility to ensure that all scheduled events have correct information and that all needs of the user have been addressed
- Verifies staff, faculty and student certification documentation
- Participates in weekly staff meeting with the Director's key management team in order to give timely updates and secure authorizations
- Sets expectations and communicates any modifications to job duties for all culinary staff, due to specifications of any specific event
- Addresses and documents any staff performance issues

- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Thorough, detail oriented, and highly organized
- Strong leadership and interpersonal skills to manage staff in accordance with applicable knowledge of College policies and procedures
- Strong commitment to serving students and the College
- Excellent verbal and written communication skills
- Demonstrate diplomacy and have the ability to establish positive relationships with all internal/external users, staff, management, etc.
- Proven ability to meet tight deadlines and manage multiple priorities
- Must have a demonstrated record of consistently achieving high customer satisfaction
- Must have a record of reliable attendance and work standards
- Must have excellent office clerical, budget management and bookkeeping skills
- Demonstrate proficiency using database programs such as Microsoft Access, Excel and Word
- Ability to apply established policies and procedures while also exercising judgment in the event circumstances require a deviation from policy (i.e. for safety purposes)
- Ability to established relationships and have ties to the Culinary, Hospitality and local sustainable farming and growers organizations
- Ability to set, achieve and demonstrate high level of student/guest/employee service standards
- Ability to work effectively and independently in a multi-ethnic/multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Hospitality Management or related field and three (3) years of industry, administrative, or teaching experience and successful experience managing personnel and projects related to the Culinary/Hospitality industry.
- Schedule may include evenings/weekends and multiple campus assignments

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name