



## **Position Open Notice**

### **Kitchen Manager**

Thatcher, Arizona

#### **College and Area Information:**

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

#### **Position Summary and Organizational Relationship:**

Kitchen Supervisor – Kitchen supervisor reports to the Director of Food Services

#### **Required Qualifications:**

- Previous culinary and/or kitchen management experience in a restaurant, cafeteria, or institutional setting with the ability to manage food ordering, training, hiring, kitchen efficiency, organization, food and safety standards, customer service, and other aspects of a kitchen and food service operation as needed.
- Strong verbal, written, and interpersonal communication skills including excellent customer service skills.
- Ability to effectively communicate with and provide detailed directions to staff to achieve desired outcomes and meet goals.
- Experience effectively leading and supervising full and part-time staff to achieve desired outcomes in a safe and efficient manner.
- Thorough understanding of and the ability to implement important safety standards – both in safe food preparation and handling standards and in staff safety
- Proficiency in Microsoft Word, Excel, and the effective use of Outlook
- Willing and able to work a non-traditional schedule including early mornings, late evenings, weekends, and holidays and repetitive shifts when necessary.
- Ability to safely lift and carry up to 50 pounds.
- Ability to walk, stand, bend, squat, climb, reach, kneel and stretch using good body mechanics for sustained periods of time.
- Strong record keeping skill to effectively manage the administrative functions of food services including, but not limited to inventory, scheduling, ordering, cost control, etc.

#### **Preferred Qualifications:**

- Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion while working under pressure with frequent interruptions.
- Strong Microsoft Excel skills
- Strong project or program management skills
- Creativity skills and the ability to provide meaningful input in developing healthy, tasty, and inviting menu items within budget.

- Marketing and Public Relations skills and the ability to provide meaningful input in developing ways to generate excitement and interest in enjoying the EAC Food Services Program offerings.
- Experience overseeing all food service program aspects necessary to provide an excellent catered event service for groups of varying sizes.
- Experience overseeing all food service functions necessary to provide excellent customer experiences within a diverse College and community environment.
- Experience working with a diverse customer base with varied needs and expectations.

#### **Essential Functions:**

- Under the general supervision of the Director of Food Services, provide effective oversight of the preparation and serving of breakfast, lunch and dinner menu foods in the EAC Food Services cafeteria setting; or, provide effective management of all catering events and services.
- Support the vision and goal of EAC Food Services to provide an excellent food service experience for all customers and stakeholders.
- Assist the Director of Food Services with the supervision of all Food Service program functions and personnel within the appropriate area of responsibility.
- Work closely with the Director to provide meaningful assistance with menu revisions, cost and inventory control, food orders, scheduling, and daily/function oversight of staff.
- Provide input and participate in communication strategies to build a positive reputation for the food service program with students and stakeholders.
- Model, promote, and train staff as necessary on all safety regulations, procedures, & processes to ensure both food safety/quality and worker safety.
- Participate in additional College staff responsibilities, i.e. committee service, meeting attendance, training sessions, etc.
- Perform other duties as assigned.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office & cafeteria environment.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve supplies; kneeling and occasional lifting of objects up to 50 pounds.

#### **Application Information:**

Applicants should send a resume, a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form available on EAC's website ([EAC Application Form](#)) to [careers@eac.edu](mailto:careers@eac.edu) or can be mailed to the address listed below:

Eastern Arizona College  
 Human Resources – AP 243  
 615 N. Stadium Avenue  
 Thatcher, AZ 85552-0769

**The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.**

**Closing Date:**

Open until filled. Review of applications will begin immediately and continue until the successful candidate is identified.

**Compensation and Position Availability:**

The initial position compensation is \$37,428 - \$42,107.00 annually (exempt). The anticipated position start date is April 1<sup>st</sup>, 2023.

**Questions:**

Human Resources Department

Voice: (928) 428-8915

FAX: (928) 428-2578

E-mail: [Careers@eac.edu](mailto:Careers@eac.edu)

**EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at [http://www.eac.edu/About\\_EAC/Consumer\\_Information/report.pdf](http://www.eac.edu/About_EAC/Consumer_Information/report.pdf). Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.