



Job Description

Position: Director – Food Services

Employer: Fulton Adventist University College – owned and operated by the Trans Pacific Union (TPU) of the Seventh-day Adventist Church

Location: Sabeto Road, Nadi, FIJI

Revised: October 2022

Fulton Adventist University College Mission Statement:

To empower graduates through quality Adventist Higher Education for dedicated service to the South Pacific Community.

Position Summary

The Role of the Director of Food Services at Fulton Adventist University College is to:

Administer the institution's cafeteria in harmony with the philosophy and objectives of Fulton, as well as statutory health requirements.

Qualifications Required:

1. Must be a practicing baptized member of the Seventh-day Adventist Church with a strong commitment to its Mission and Lifestyle. This would incorporate an active relationship with Jesus Christ characterized by a deep desire for worship and service to God.
2. A record of successful management of people.
3. Have an interest in and aptitude for cross-cultural ministry.
4. Have an interest in and enthusiasm for wholesome food in a multi-cultural Pacific context.

Core Competencies:

1. Well-developed interpersonal and relationship skills
2. An ability to train, supervise and hold those in their care to account for their work performance.
3. Appropriate training in nutrition and in the preparation and presentation of wholesome and quality meals.
4. Plan daily menus and oversee the preparation and serving of all meals.
5. Cooperate with administration in the provision of special food services.
6. Maintain cleanliness, attractiveness and the general décor of all food preparation, serving, washing up and assembling areas in the Cafeteria.
7. Oversee the dress and decorum of persons using the cafeteria.

8. Be responsible for the care of all utensils and equipment.
9. Provide a safe working environment in their area of responsibility by ensuring that appropriate occupational health and safety standards and procedures are implemented and followed.
10. Respect, support and practice the ethos of Seventh-day Adventist education, especially the principles of the Work Education Program.
11. Carry out any other responsibility assigned by the Business Manager.

Occupational Health and Safety

1. Contribute to the development of a safe and healthy workplace.
2. Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
3. Report any injury, hazard or illness immediately, where practicable to their supervisor.
4. Avoid placing others at risk by any act or omission.

Note: for a full overview of Fulton Adventist University College' approach to OHS all staff should refer to the Employee Handbook.

Committee and Board Membership:

1. Student Affairs Committee
2. Workline Supervisor's Advisory Committee
3. As appointed by the Staff Meeting

Key Performance Indicators:

1. Consistently reflects the mission and values of the Church.
2. Actively promotes the mission and values of the College to staff and students.
3. Competently meets the specifications of the Job Description.
4. Has a thorough mastery of the specific knowledge and competencies required for this position.
5. Actively nurtures and supports all persons who report directly to you.
6. Is respected by staff and students as a Christian professional.
7. Supports the administration in the effective management of the College.
8. Effectively oversees the preparation and presentation of food in the dining Hall of the Institution.
9. Consistently ensures that all appropriate occupational health and safety procedures are implemented in their areas of responsibility.
10. Responds positively to feedback.
11. Ensures all meals are healthy, nutritious, and exemplary of SDA health principles.
12. Ensures that Sabbath meals are appealing and a highlight of the weekly meal cycle.

Appointed by:

Fulton Adventist University College Administrative Committee

Term:

This is an appointed position. Subject to satisfactory performance, the person appointed shall hold office for one (1) year at which time the term may be renewed.

Performance Appraisal

Informal review after six (6) months then formal appraisal after 12 months

Responsible to:

Director of Student Services and Fulton Adventist University College Administration.

Remuneration:

As per the Fulton Adventist University College Wages Schedule as amended from time to time.

Personal Commitment:

Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the Church's Christian values, as referred to in the *Fulton Adventist University College Employees Handbook*, and the *SPD Working Policy*.

Confirmation:

Name of the Appointed Person: _____

Signature of the appointed person: _____

Date of Signing: _____

Signature of Witness: _____

(FAUC Officer)