

**BOARD OF DIRECTORS**  
**September 19, 2019**

**ITEM 1      RESOLUTION NO. 2019.A9 - Authorizing an Increase in the Hourly  
Wage Rate for the Part-Time Association Title of Food Service Worker**

**ITEM 2      RESOLUTION NO. 2019.A10 - Creating an Employee Title**

**ITEM 1**

**RESOLUTION NO. 2019.A9 - Authorizing an Increase in the Hourly Wage Rate for the Part-Time Association Title of Food Service Worker**

**WHEREAS**, in order to attract quality employees in the title of “Food Service Worker” at the Peconic Café at the Eastern Campus, it is recommended that the hourly wage rate be increased, and

**WHEREAS**, based on a survey of part-time salaries for cafeteria and delicatessen workers in Riverhead and Greenport, it is recommended that the hourly wage paid to the title of Food Service Worker be increased from \$12.00 to \$13.75, be it therefore

**RESOLVED**, that the hourly wage rate for the part-time Association title of “Food Service Worker” be set at \$13.75, effective September 19, 2019.

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**ITEM 2**

**RESOLUTION NO. 2019.A10 - Creating an Employee Title**

**WHEREAS**, the Suffolk County Community College employee title of “Director of Dining Services” at the Peconic Café, Eastern Campus, is currently vacant, and

**WHEREAS**, it is recommended that the duties of this title be fulfilled by an employee of the Suffolk Community College Association, Inc. (Association), and

**WHEREAS**, the Association has proposed a new title for this position and revised the accompanying position description to properly reflect the duties and responsibilities required for said position, be it therefore

**RESOLVED**, that the Association employee title of “Manager of Dining Services and Catering” is hereby created, effective September 19, 2019, with the position description as reflected in Attachment A-I, annexed hereto, and be it further

**RESOLVED** and the salary step schedule for the Association employee title of “Manager of Dining Services and Catering” shall be as reflected in Attachment A-II, annexed hereto.

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**Manager of Dining Services and Catering  
Job Description**

The Manager of Dining Services and Catering oversees the day-to-day, non-profit operations of the Eastern Campus food services and catering. This hands-on position provides staff supervision, inventory management, budgetary and financial oversight, and hands-on participation and management of day-to-day food service operation and catering. The Manager of Dining Services and Catering reports to the Associate Dean of Student Affairs on the Eastern Campus. The responsibilities of this position are as follows:

1. Manage all aspects of food service operations and catering including, but not limited to, food production and menu development for student café and campus catering, overseeing sales, cash flow, accounts receivable, accounts payable, human resources, budget and catering needs for the Eastern Campus and Culinary Arts and Hospitality Center in accordance with Suffolk Community College Association, Inc. policies and procedures.
2. Ensure all Board of Health standards are maintained and any deviations or concerns are reported, documented, and remedied.
3. Manage, train, and supervise food service operation and catering staff to deliver and sustain a high quality environment that provides excellence in food operations for the Eastern Campus and catering services for both the Eastern Campus and the Culinary Arts and Hospitality Center on East Main Street in Riverhead.
4. Work closely with the Associate Dean of Student Services and the Director of the Suffolk Community College Association, Inc. to make employment and termination decisions that are consistent with standard employment practices with the Suffolk Community College Association, Inc.
5. Work with various campus and community-based groups as a resource, facilitate ongoing formal assessment of the Peconic Café's quality of service, menu development, and incorporation of trends from within the industry.
6. Ensure quality services are rendered while adhering to annual operating budget.
7. Other duties as assigned.

**Minimum Qualifications:**

A College degree in Culinary Arts, business administration or other related field. A minimum of five years of experience in food or culinary services including restaurants, fast food, vending, catering services, institutional services, mall food courts or like environments. Must be in possession of a Suffolk County Board of Health Food Managers Certification. This is a full time position and the selected candidate must be able to work a flexible schedule that includes evening and weekends.

Note: The Manager of Dining Services is a Suffolk Community College Association, Inc. position.

Interested applicants should follow these steps to apply:

Step 1

Click on the following link:

<http://www.sunysuffolk.edu/About/Employment.asp>

Step 2

Select position #19-XX and read the description.

Step 3

Click Apply Online to submit resume and cover letter.

**Suffolk Community College Association, Inc.**  
**SALARY STEP SCHEDULE**

<b>STEPS</b>	<b>Manager of Dining Services and Catering</b>
1	\$50,166
2	\$51,671
3	\$53,221
4	\$54,818
5	\$56,462
6	\$58,156
7	\$59,901
8	\$61,698
9	\$63,549
10	\$65,455
11	\$67,419
12	\$69,441
13	\$71,525
14	\$73,670
15	\$75,881
16	\$78,157
17	\$80,502
18	\$82,917
19	\$85,404
20	\$87,966