

Position posted Dine College website 07/23/2019

Location	Posting Date	Actions
<a href="#">Executive Chef - Dine College</a>	US-AZ-Tsaile	Jun 28, 2019
<a href="#">Baker - Dine College (Full-Time)</a>	US-AZ-Tsaile	Jul 19, 2019
<a href="#">Cook - Dine College</a>	US-AZ-Tsaile	Jul 5, 2019
<a href="#">Food Service Worker - Dine College</a>	US-AZ-Tsaile	Jul 15, 2019

## **Baker - Dine College (Full-Time)-DIN00112**

### **Description**

#### **About NMS**

Built on a culture of safety and integrity, NMS delivers award-winning, integrated support services to a variety of clients in food service, facilities management, camp services, security and hotel management in Alaska and the continental U.S. We are proud to serve not only our original oilfield clients, but also clients from federal, state and local governments, corporate facilities, healthcare institutions, schools and universities, manufacturing centers, and the transportation and telecommunications industry. Our clients have peace of mind knowing we are committed to delivering best-in-class service, and we bring creativity, technology and experience to every project. Our mission is to provide management and support services at a level of quality, value, safety and expertise beyond our clients' expectations. At NMS, we expect our employees to fulfill that mission in every aspect of their work.

#### **Summary**

The Baker position is responsible for preparing food for clients, students, kitchen staff in a college campus.

#### **Essential Duties and Responsibilities**

- Prepares food as indicated by par level sheets and in accordance with both Nutritional Services and Health Department standards.
- Follows standardized recipes to meet nutritional needs.
- Attractively presents all items with appropriate garnish and correct portion size if applicable to product.
- Participates in daily temperature and taste panels to assure quality and provide suggestions for continuous improvements.
- Prepares and produces a wide variety of bakery products in a general food service area.
- Assists with pastry preparations including mixing, baking, and frying as indicated by production sheets.
- Portion control on all items produced.
- Assists in the preparation of bakery and specialty products such as pastries, bread, rolls, biscuits, and may also prepare cakes, pies, muffins, breads, puddings, parfaits, frosting, cookies, rolls etc.
- Communicates any adjustment that need to be made to the bakery production records or sheets.

- Coordinates with supervisor personnel for ordering products.
- Responsible for a clean, neat storeroom area, with all products appropriately labeled and dated and rotated.
- Adheres to proper sanitation, safety, and operational procedures for assigned area. Cleans personal work area.
- Must be able to operate dish-washing machine to clean pots, pans and baking sheets if needed.
- Actively supports and participates in performance improvement activities. May assist coworkers during staffing shortages.
- Performs other duties as assigned by the Management Team.
- This position has no supervisory responsibilities.
- Other duties that are pertinent to the department or unit's success also may be assigned.

## Qualifications

### Minimum Requirements

- High school diploma or GED equivalent.
- Arizona Food Handler's Card or ServSafe Certification contingent upon 30 days of hire.
- Must have (2) years of related work experience or documented vocational training.
- Must be able to follow standardized written recipes.
- Must have knowledge/training of usage of food production equipment.
- Contract requires employees to speak, understand, read and write English.

### Preferred

- Cake decorating experience preferred.

### Working Conditions and Physical Requirements

Weather: Indoors: environmentally controlled; requires most or all work to be done inside.

Noise level: Moderate

Description of environment: This is an industrial kitchen/cafeteria environment located on a college campus setting.

Physical requirements: Employee is required to lift and/or move up to 50lbs. Frequently required to sit, stand, walk, use hands/fingers to handle or feel, climb, stoop, kneel, crouch or crawl, talk/hear, see, taste/smell, and carry weight/lift.

Travel: None

## Competencies

### NMS Core Values

Safety guides our behavior.

Honesty and integrity govern our activities.

Commitments made will be fulfilled.

All individuals are treated with dignity and respect.

The environment will be protected and sustained.

## Required Language

### Equal Opportunity Employer/Shareholder Preference

NMS is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran protected status or any other characteristic protected by applicable law. NANA grants employment preference to shareholders of NANA and their spouses and descendants to the extent allowed by law.

It is NMS policy to conduct background checks, drug testing and a physical assessment, as applicable, once an offer has been accepted, in accordance with company and/or contract requirements.

### *Accommodation Request*

If you are a job seeker with a disability and require accessibility assistance or an accommodation to apply for one of our jobs, please submit a request by telephone or via email. In order to appropriately assist you with an accommodation, we ask that you please specify the assistance needed in order to access our jobsite and post for a position. The dedicated email and telephonic options are listed below and are reserved only for individuals with disabilities needing accessibility assistance.

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### **Job**

: Food Preparation & Service

### **Primary Location**

: US-AZ-Tsaile

### **Shift**

: Variable

**Deadline to Fill:** Aug 18, 2019

## **Food Service Worker - Dine College-DIN00109**

### **Description**

#### **About NMS**

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#### **Summary**

The Food Service Worker position receives payment for purchase of food items. This position performs a variety of cleaning, maintenance, food preparation, stocking, and serving duties on a college campus.

**\*\*This position will be at several locations throughout the Dine College Campus. \*\***

#### **Essential Duties and Responsibilities**

- Properly inputs sales into the POS systems.
- Continuously checks work areas to ensure all product levels are maintained and refreshed.
- Continuously cleans and wipes work areas including, removing garbage, cleaning dishes, coffee machines, countertops etc.
- Reports to the supervisor any problems with the quality or quantity of food being served.
- Assists customers with general information, inquires, food and beverage order selection and recommendations, etc.
- Counts cash drawers to prepare deposit.
- Prepares food and cooks entrees.
- Assists with various periodically scheduled large cleaning projects.
- This position is not responsible for the supervision of staff.
- Other duties that are pertinent to the department or unit's success also may be assigned.

#### **Qualifications**

##### **Minimum Requirements**

- High school diploma or GED equivalent
- Arizona Food Handler's Card or ServSafe Certification contingent upon 30 days of hire.
- Six (6) months cashier experience.
- Six (6) months of related food service experience.
- Six (6) months of customer service experience.
- Contract requires employees to speak, understand, read and write English.

## Preferred Qualifications

One (1) year of customer service experience.

One (1) year of food prep or related experience.

Driver's License and acceptable driving record for the past three (3) years to be eligible under company vehicle insurance policy.

## Working Conditions and Physical Requirements

Weather: Indoors, environmentally controlled.

Noise level: The noise level in the work environment is usually mild

Description of environment: This is a cafeteria environment located on a College Campus setting.

Physical requirements: Frequently required to stand, walk, use hands/fingers to handle or feel, stoop, kneel, talk/hear/see. Infrequently required to taste/smell, sit, crouch or crawl. Must frequently lift and/or move up to 35lbs

## Competencies

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Job: Food Preparation & Service

Primary Location: US-AZ-Tsaile

Shift: Variable

Deadline to Fill: Aug 14, 2019

## **Executive Chef - Dine College-DIN00110**

### **Description**

### **About NMS**

Built on a culture of safety and integrity, NMS delivers award-winning, integrated support services to a variety of clients in food service, facilities management, camp services, security and hotel management in Alaska and the continental U.S. We are proud to serve not only our original oilfield clients, but also clients from federal, state and local governments, corporate facilities, healthcare institutions, schools and universities, manufacturing centers, and the transportation and telecommunications industry. Our clients have peace of mind knowing we are committed to delivering best-in-class service, and we bring creativity, technology and experience to every project. Our mission is to provide management and support services at a level of quality, value, safety and expertise beyond our clients' expectations. At NMS, we expect our employees to fulfill that mission in every aspect of their work.

### **Summary**

NMS has an exciting opportunity for an experienced Area Executive Chef. The ideal candidate is a passionate, high energy, motivated manager exhibiting strong culinary, restaurant, high-end catering, suites and concessions skills/experience; who is constantly striving for excellence in food, beverage & service standards.

The Executive Chef will provide leadership for the culinary teams in Restaurant, Catering, Concessions, Campus and Corporate Service business lines. This leader must have demonstrated capabilities in casual & fine dining, event/banquet management and employee/team training & development. Daily client and customer contact is required.

### **Essential Duties and Responsibilities**

- Lead, train and develop culinary team members for multiple contracts in all business lines.
- Demonstrate flexibility in working environment, including the ability to plan and organize work load effectively to achieve timely, desired results.
- Create Signature Restaurant & Catering Menus
- Demonstrate ability to develop, implement, maintain and supervise proper recipe & culinary consistency for all concepts.
- Compliance with NMS Policies, Processes & Systems. Train culinary team and accept accountability for culinary team for all NMS Policies, Processes & Systems.
- Measure the performance of assigned goals.
- Establish and implement an organized system of supervision & operating procedures.
- Direct a high quality, cost effective dining operation.
- Demonstrate extensive procurement excellence, including maintaining strong vendor relationships & compliance with NMS procurement policies.
- Champion Client/Customer First and lead the way in all situations
- Assume accountability should any assigned responsibilities fail to comply with applicable regulations or sound business practices.
- Ensure all required preparation, delivery, setup, service & break down are properly & efficiently executed.

- Promote & accept accountability for compliance with NMS Physical and HACCP ServSafe Food Safety Programs.
- Actively pursue goal of zero accidents in the work place.
- Establish a safe work environment for employees through constant vigilance by performing safety audits, inspections, conducting safety training and maintaining on-going communication with employees.
- Ensure all team members participate in daily safety discussions/training.
- Develop a team that excels in responding to and exceeding the needs of clients and customers.
- Maintain excellent client and employee communications and relations to continuously improve the quality of provided services, resolve problems, & facilitate the acceptance & implementation of new services.
- A strong understanding of dietary needs of clients.
- Ensure the responsibility, authority, & accountability of all assigned employees are defined and understood.
- Develop, maintain & approve administrative tasks such as budget development, operational reports, cost analysis or records, payroll, HR accountability, financial activities, work schedules, etc.
- Consistently demonstrate professional skills in efficiently carrying out assigned activities, using all forms of communications; including change management, employee development, problem solving and decision making
- Periodically physically perform high volume food production & preparation duties/fills in for absent employees.
- Perform inventory and quality control tasks & inspection checklists.
- Create, monitor, and review business reports – key performance indicators, sales, inventory, budget, etc.
- Directly supervise assigned supervisors and employees. Responsibilities include interviewing, hiring, and training, coaching employees; planning, assigning, and directing work; appraising performance; encouraging and disciplining employees; addressing complaints & resolving problems.
- This position is responsible for the supervision of staff.
- Other duties that are pertinent to the department or unit's success also may be assigned.

## Qualifications

### Minimum Requirements

- Must have an Associate of Arts Hospitality or Culinary degree.
- Must have 2 years experience as an Executive Chef in medium volume settings, including strong catering/banquet skills.
- Three (3) years of Restaurant experience in a high-end/high volume environment.
- Two (2) years in Campus Dining experience
- Must have full beverage and bar experience.
- Position requires a valid Driver's License and an acceptable driving record for the past three (3) years to be eligible under NMS' vehicle insurance. This includes no DUI convictions in the past five (5) years.
- Daily client and customer contact is required.



- A thorough knowledge of managing, planning, and organizing the type of activities in assigned area with the ability to address the technical matters involved.
- Must be able to review and work with general business reports - sales, budget, labor, cost, etc.
- Must have basic proficiency in MS Office Suite Word, Excel, PowerPoint and Outlook.
- HACCP ServSafe Certification required
- TAP's Certification required
- Contract requires employees to speak, understand, read and write English

## Preferred

Bachelor's Degree in the Culinary Arts.  
 Completion of level 2 Pro Chef Certification exam.  
 Able to type a minimum of 45 words per minute.

## Working Conditions and Physical Requirements

Weather: Indoors, environmentally controlled.

Noise level: The noise level in the work environment is usually mild

Description of environment: This is an industrial kitchen located in a Campus/University or Restaurant setting.

Physical requirements: Frequently required to stand, walk, use hands/fingers to handle or feel, stoop, kneel, talk/hear, see, taste/smell, and carry weight/lift. Infrequently required to sit, crouch or crawl. Must frequently lift and/or move up to 50lbs

## Competencies

Excellent interpersonal skills needed to effectively motivate, direct, and lead assigned employees. Must be proficient in performing many tasks simultaneously, ensuring all details are successfully completed.

Recognition that service is a demonstrated attitude and a state of mind, not a task or step. A dedication to understanding & exceeding customer expectations. A high energy level/sense of urgency in carrying out assigned tasks.

Reasoning abilities sufficient to: 1) Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. 2) Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Strong work ethic with ability to work extended hours in a multifaceted environment – i.e. operations, administrative & development.

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## Required Language

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Job: Food Preparation & Service

Primary Location: US-AZ-Tsaile

Shift: Variable

Deadline to Fill: Jul 28, 2019

## Cook - Dine College-DIN00108

### Description

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## Summary

The Cook position is responsible for the preparation, production, and presentation of a variety of foods, completion of production sheets and with other associated food service activities.

**\*\*This position will be at several locations throughout the Dine College Campus. \*\***

## Essential Duties and Responsibilities

- Performs all main line food production duties with specific items determined by assigned shift.
- Reviews the needs of the day with assigned supervisor(s), completes production sheets, reviews maintenance reports, and verifies supply needs and availability.
- Assists assigned supervisors with menu and recipe development.
- Is responsible for quantity and quality control in food production as well as overall sanitation of assigned areas.
- May assist in the supervision and training of food service personnel.
- Arranges for kitchen helpers/assistants to complete smaller item preparation.
- Verifies and oversees food serving lines, areas, bars, etc., making sure they are properly stocked, set up, and cleaned.
- Using a working knowledge of all general food service area positions, this position "fills in" for any one of these positions at a moment's notice.
- Observes and instructs others on the proper rotation procedures to be followed for produce and dairy products.
- Maintains food production equipment and storage areas following proper sanitation, safety, and operational procedures.
- May assist other food service personnel at any given time.
- This position has no supervisory responsibilities.
- Other duties that are pertinent to the department or unit's success also may be assigned.

## Qualifications

## Minimum Requirements

- Must have a High School diploma or GED equivalent.
- Arizona Food Handler's Card or ServSafe Certification contingent upon 30 days of hire.
- Must have two (2) years of related work experience.
- Contract requires employees to speak, understand, read and write English.

## Preferred Qualifications

A valid Driver's License and an acceptable driving record for the past three (3) years to be eligible under NMS' vehicle insurance policy.

## Working Conditions and Physical Requirements

Weather: Indoors, environmentally controlled; requires most or all work to be done inside.

Noise level: Moderate

Description of environment: This is a kitchen/cafeteria environment located on a College Campus setting.

Physical requirements: Frequently required to stand, walk, use hands/fingers to handle or feel, stoop, kneel, talk/hear/see. Infrequently required to taste/smell, sit, crouch or crawl. Must frequently lift and/or move up to 50lbs

## Competencies

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Job: Food Preparation & Service

Primary Location: US-AZ-Tsaile

Shift: Variable

Deadline to Fill: Aug 13, 2019