# Business Enterprise Program Director

**Recruitment #112213-MCBZ01-350800**

**Opening Date: 11/28/2013**

**Closing Date: 12/4/2013 11:59:00 PM**

**Type of Recruitment: Open Competitive**

**Salary: Yearly: $47,184.00/Min - $58,980.00/Mid**

**Pay Grade: 16**

**Shift Hours: 8:00am-4:30pm**

**Employment Type: Anticipated Vacancy**

**Employment Term: Regular**

**Agency: DHSS/Visually Impaired**

**Location(s): Herman Holloway Campus: (1901 N DuPont Hwy, New Castle, DE, 19720)**

**Contact Name: DHSS Applicant Services**

**Contact Phone: 302-255-9100**

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## SUMMARY STATEMENT

The incumbent in this position will oversee and direct the activities of subordinate supervisors, engaged in monitoring and assisting food service facilities operated by visually impaired managers.  The duties include: planning and directing program expansion, developing new markets for food preparation/distribution and new locations for cafeterias, reviewing and analyzing revenues, expenditures and evaluation reports to determine operating problems, providing technical assistance to ensure compliance with State and Federal regulations and maintaining profitability of operations.

## ESSENTIAL FUNCTIONS

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

* Oversees and directs the activities of subordinate supervisors engaged in monitoring and assisting food service facilities operated by visually impaired managers.
* Develops operational policies and procedures for administrative approval, to evaluate the productivity and profitability of each food service location and the business practices of each visually impaired food service manager.
* Plans and directs program expansion by developing new markets for food preparation/distribution system and new locations for limited or full  service cafeterias; confers with building and plant managers to promote and evaluate potential; estimates cost of equipment, initial stock/supplies and determines needed renovations; develops budget estimates; submits proposal and budget estimate to superior for approval.
* Develops long-range menu plans designed to meet the nutritional requirements of a wide variety of consumers; implements control measures to minimize costs related to a large scale food service delivery system.
* Reviews and analyzes revenues and expenditures, inspection and manager  evaluation reports to determine operating problems and provides technical  assistance to assure compliance with State and Federal regulations and to maintain profitability of operations.
* Develops training programs designed to provide location managers with  current information on trends and development impacting their businesses.
* Oversees the preparation of profit and loss statements quarterly for each food service location.
* Approves requisitions from program generated funds for purchase and repair of equipment.
* May address businesses, community and civic groups to increase public awareness of program.
* Reviews bid proposals from vendors and establishes and monitors contractual agreements from vending machine operations.

## JOB REQUIREMENTS

**JOB REQUIREMENTS for Business Enterprise Program Director**Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Three year experience in food service management such as prioritizing and organizing food service activities, large scale menu planning, pricing and cost control, procurement and inventory control.
2. Knowledge of financial administration such as comprehensive analysis of programs, budgets, projects, services, alternatives, and costs; financial planning, revenue generation, revenue forecasting, expenditure forecasting, cash flow management and establishing internal control.
3. Knowledge of program administration such as overseeing and directing the development, implementation and evaluation of programs and services; planning and establishing short and long range program goals and objectives. Providing advice to other agency organizational units through consultation.
4. Knowledge of operations management which includes planning, directing, coordinating, controlling and evaluating operations typically through subordinate supervisors.

## BENEFITS

To learn more about the comprehensive benefit package please visit our website at <http://ben.omb.delaware.gov/>

## SELECTION PROCESS

The application is evaluated based upon a rating of training and experience.

Once you have submitted your application on-line, all future correspondence related to your application will be sent via email.  Please keep your contact information current.  You may also view all correspondence sent to you by the State of Delaware in the “My Applications” tab at [www.delawarestatejobs.com](http://www.delawarestatejobs.com).

## ACCOMMODATIONS

Accommodations are available for applicants with disabilities in all phases of the application and employment process.  To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.  The State of Delaware – An Equal Opportunity and Affirmative Action Employer.

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