



The Rwanda Institute for Conservation Agriculture (RICA) is a unique and innovative English language undergraduate institution dedicated to preparing the next generation of agricultural leaders of Rwanda and East Africa. Students at RICA engage in curricular and co-curricular learning opportunities emphasizing Conservation Agriculture and One Health principles, oral and written communication, leadership, and entrepreneurship.

In an experiential learning environment, students develop the knowledge and experience necessary for a wide range of careers in agriculture. Students at RICA experience the six Enterprises including Dairy, Poultry and Swine, Food Processing, Row and Forage Crops, Vegetable and Fruit Crops, Irrigation and Mechanization.

The curriculum is designed to incorporate threads of Innovation, Conservation, One Health Systems Thinking, and Entrepreneurship. Communication, One Health Systems Thinking, and Entrepreneurship are woven throughout the curriculum.

All RICA graduates will be innovative problem solvers able to operate farms and ranches, start agribusinesses, assume management roles in cooperatives, NGOs, and other agricultural enterprises, serve their communities as extension agents and technical and policy experts, or assume positions of agricultural leadership in Rwanda.

POSITION: Dining Coordinator

DESCRIPTION

The Dining Coordinator is responsible for overseeing campus and off-campus food services, ensuring high-quality dining experiences for students, staff, and visitors and contributing significantly to the quality of campus life. This role combines operational oversight, customer service excellence, and administrative skills to maintain efficient and enjoyable dining operations. The ideal candidate will have strong leadership skills, financial acumen, excellent customer service and a commitment to continuous improvement.

RESPONSIBILITIES

- Collaborate with kitchen staff to plan nutritionally balanced, diverse, and appealing menus for the campus community.
- Incorporate feedback from campus residents and non-residents, whether students, faculty, or staff, to improve menu offerings continuously.
- Supervise day-to-day dining operations, including food preparation, service, and cleanliness.
- Ensure compliance with health and safety regulations, food handling procedures, and sanitation standards.
- Monitor inventory levels and collaborate with food vendor to maintain adequate stock of food and supplies.
- Collaborate with security personnel to protect institutional assets
- Maintain a customer-centric approach to dining services, ensuring high levels of

satisfaction among students, staff, and visitors.

- Address campus community feedback and resolve any issues related to food quality, service, or facilities promptly and professionally.
- Train and supervise dining staff, including cooks, servers, and support personnel.
- Foster a positive work environment that encourages teamwork, professionalism, and excellent customer service.
- Assist in developing and managing the dining services budget, including forecasting expenses, monitoring costs, and optimizing financial performance.
- Implement cost-saving measures without compromising food quality or service standards.
- Plan and oversee special events, such as themed dinners, catering services, and student-focused events.
- Coordinate with campus departments and student representatives to ensure successful event execution.
- Promote sustainability practices within dining services, such as sourcing local ingredients, reducing food waste, and implementing recycling programs.
- Collect and analyze dining service metrics, such as customer feedback, sales data, and operational performance indicators.
- Prepare timely cafeteria bi-weekly reports and presentations on dining services activities.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Hospitality or related field, with minimum of 4 years or more of recent relevant experience.

SKILLS, KNOWLEDGE, AND ABILITY

- Excellent knowledge of administration, standards, regulations, and procedures
- Excellent administration skills
- Excellent knowledge of food and Beverage management.
- High level of business development skills
- Excellent communication and interpersonal skills
- Good change management skills Results driven.
- Excellent Time management
- Knowledge of health and safety regulations (HACCP), food service best practices, and sustainability principles.
- Proficiency in computerized food service management systems and Microsoft Office Suite.
- Excellent teamwork

HOW TO APPLY

- Fill the information required, upload and submit the documents in English to the link provided below.
- Cover Letter summarizing intent and suitability for the position.
- A resume or CV.
- Official degree certificate for highest degree obtained.
- Summary of the applicant's teaching experiences (500 words max).
- The applicant's philosophy of education and how this aligns with the mission of RICA (500 words max).
- List of recommenders with contact information.

Please combine your resume/CV with your degree certificate, and any other relevant document, as one PDF file before you upload.

Application Link :

<https://rica.bamboohr.com/careers/99>

Application review will begin July 24th, 2024, and will continue until the position is filled.

Website: <https://www.rica.rw/>