Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges’ (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association’s Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is currently searching for an experienced full-time Purchasing & Scheduling Coordinator. The Purchasing & Scheduling Coordinator will report to the Associate Dean of Business, Culinary, and Hospitality and will be responsible for purchasing, receiving, and distribution of all items required for culinary labs and functions related to the Culinary Arts Institute. In addition, the Purchasing & Scheduling Coordinator participates in completing daily, weekly, and monthly food and supply inventories, receiving of all perishables and non-perishables, consolidating all requisitions and procures all foods and supplies needed, maintaining orderliness and cleanliness of food and supply storage areas per local health regulations, maintaining fundamental storage principles in compliance with the County Health Department, maintaining open communications with the Culinary Arts faculty and staff, insuring all equipment is working properly, ordering necessary supplies, maintaining all documents related to the procurement of foods, supplies, and equipment, preparing a variety of activities and special reports, attending and participating in scheduled meetings, adopting and practicing necessary computer-generated information and reports, participating in professional development activities, representing the division and/or college at meetings and community events, and scheduling assignments of part-time dishwashers on a daily basis. Will also perform other duties as assigned.

**Requirements:** Minimum of bachelor's degree in Culinary Arts, Hospitality Management, or closely related field required. Working knowledge of at least one application of word processing, preferably Word for Windows, spreadsheets, and data base development. Understanding and commitment to the role of a comprehensive community college in an urban multicultural setting. Excellent organizational, written, and communication skills. The ability to work closely with students, faculty, and staff members. Good telephone manner and skills.

**To Apply:** Send letter of application, resume, salary requirements and names/contact information of three professional references.

Department of Human Resources  
81 Sip Avenue, Mezzanine Level  
Jersey City, NJ 07306  
E-mail: Resumes@hccc.edu  
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit: www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

*As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*

HCCC IS AN EEO/AA EMPLOYER