



The Society of Flavor Chemists, Inc.

3301 Route 66 Suite 205, Bldg. C
Neptune, NJ 07753
(732) 922-3393
(732) 922-3590 (fax)
<http://www.flavorchemist.org/>

Employment Committee Job Description

Title:	<i>Employment Committee Chairperson</i>
Reports To:	<i>SFC President</i>

Job Purpose

- As Al Saldarini simply put it: The purpose of this committee is to try and put our flavorists in touch with those who need them.

Duties and Responsibilities

- Function as a service for gathering open job opportunities
"We cannot solicit positions, only act as a dating service," Saldarini said.
- Must keep strictly confidentiality. We will hold in strictest confidence the names of all flavorists who seek our help. No names will be sent to potential employers. The employers' name will be sent to the flavorist for their consideration. If the flavorist wishes to pursue the opportunity, it will be up to them.
- Coordinate with Website Committee for posting job openings in our web site. The employers' information will be posted on the SFC website for all to see.
- Function as a liason between members and recruiters.
Recruiters may contact the employment committee, listing all the particulars about any job openings they know of. However, we do not post job openings from recruiters.
- We will only accept those requests that list company, location, salary, etc. Without this basic information we will not accept the request.
- The Employment Committee Chairperson is appointed by the SFC President for a term of one year. Re-appointment must be made on a yearly basis.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Qualifications

- Must be an Emeritus Member
- Must be able to commit the time and resources to serve in this committee.
- Must possess computer skills

Working Conditions

This job requires presenting a report to the SFC Board of Directors at every meeting.

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Direct Reports

N/A

Approved By:	<i>Board of Directors 2006-2007</i>
Date Approved:	<i>May 14, 2007</i>
Reviewed:	<i>Mariano Gascon</i>

N/A

Approved By: Board of Directors 2006-2007

Date Approved: May 14, 2007 Reviewed: Mariano Gascon