UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Dining & Retail Food Services

DIVISION: Student Development

REPORTS TO: Vice President, Student Affairs

GRADE: 17

SUPERVISES: Professional, technical, clerical, janitorial, maintenance and food service personnel.

BASIC FUNCTION:

Responsible for the administration of the University's dining and retail food services which include the dining halls, the cash operations, catering services, warehouse, bakery and administrative services, as well as ID card and Campus Access activities. Responsible for the management of the summer meal service program for conferences and camps. Using creative and innovative thinking, the Director is responsible for meeting the needs of the campus community, while reaching required financial objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the management of Butterfield Dining, Mainfare Dining, the Ram's Den, America's Cup Restaurant, Jump Asian at Eats, Ram Escape, Daily Grind, Time Out, Slap Shots, Catering Services, Ryan Center, warehouse operations and sales, Campus Access Office, Corner Store Mini Mart, Common Grounds, Upper Crust, and Freshens.

Prepare, implement and monitor annual operating budgets; prepare timely cost accounting reports analyzing the budget status.

Prepare weekly menu cycles, theme dinners, conference menu and catering menu guidelines.

Prepare retail menus, pricing and operational guidelines that maintain customer satisfaction and a positive budgetary balance.

Supervise the operations of the dining halls, cash operations, warehouse, catering, Access Office and Central Administration office personnel.

Coordinate purchasing of food and non-food products at all food facilities maintained by the University's food services.

Monitor computerized food service systems in menu planning, purchasing, inventory, recipe development, payment and accounting.
Responsible for implementation of personnel policies for the division; supervise payroll preparation; participate in labor relations matters; train and evaluate management staff; plan and direct work of food service staff.

Responsible for the management of the University Ram Account Program and Administrative Ram Account Program.

Prepare reports regarding facility needs and participate in facilities and building committees.

Function as public liaison for dietary and food service information for students, faculty, staff, guests and other state departments.

Supervise the testing of food products for sampling prior to the awarding of state bids.

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management and spreadsheet software, including CBORD Menu Management System, Microsoft Office Systems, FileMaker Pro and POS systems.

**ENVIRONMENTAL CONDITIONS:**

Incumbent is not exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Required: Baccalaureate degree with specialization in food science and nutrition, hospitality management, hotel and restaurant administration, business administration, or a related field; at least ten years of progressively responsible experience in the management of a large, complex, high-volume food service facility; working knowledge of state purchasing procedures, federal and state health laws; demonstrated experience in labor relations in a union environment; working knowledge of computerized menu management, access and inventory systems; working knowledge of computerized ID systems; demonstrated experience participating on capital construction projects; demonstrated ability to organize, coordinate and supervise support staff, and to prioritize and multi-task; excellent interpersonal skills, and written and oral communication skills. Must be creative and innovative in thinking and work habits, with a commitment to diversity and customer service. **Preferred:** Registered and licensed dietitian, Master’s degree in food service management, or MBA.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.