UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Food Service Systems
DIVISION: Student Affairs
REPORTS TO: Associate Administrator, Food Service
GRADE: 10

SUPERVISES:

BASIC FUNCTION:

Coordinate computerized food service systems including access systems, purchasing systems, menu management and inventory systems for all food and supplies for a large-scale food service operation at three dining halls, a convenience store, a late night snack program, two restaurants, a catering operation, a warehouse distribution center, a bake shop, a cyber café, a library coffee cart and an arena facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise, direct and monitor computerized access reports relating to meal plan and debit account statistics.

Prepare all computerized inventory re-order reports to identify products required to be ordered.

Determine food and non-food products to be ordered and prepare all necessary documents for delivery of merchandise.

Prepare and analyze all informal vendor pricing for delivery of weekly food products.

Prepare and maintain all computerized records relating to vendor pricing and purchase analysis.

Prepare and maintain all computerized records relating to issues of all food and non-food products to all facilitates serviced by URI Dining Services.

Order all daily, weekly, monthly and quarterly food and non-food supplies.
Monitor and repair all terminal hardware and campus-wide network systems as they pertain to the campus-wide access systems and coordinate with the Associate Administrator, Food Services/Personnel and Technology to provide for on-call service of these systems on nights, weekends and holidays.

Provide support to Dining Service personnel as it pertains to the local area network (LAN), including support for hardware, software and training issues.

Maintain a computerized database of food and non-food items which contains vendor information, pricing, yield and other pertinent data required to effectively procure products within a predetermined goal.

Maintain a computerized inventory for all dining units and a convenience store.

Provide training and support for unit managers and staff as it relates to a menu management system.

OTHER DUTIES AND RESPONSIBILITIES:

Assist the State Division of Purchases and URI Department of Purchases in preparing for bid all formal bids for goods and services required to maintain a successful food service operation.

Monitor and maintain a computerized data base of all food and non-food products.

Assist the Associate Administrator of Food Services in monitoring and maintaining a campus wide access system.

Conduct regular and on-going meetings with managers, warehouse staff and fiscal staff to review computerized data and make necessary changes as required.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, typewriter, office equipment, Lotus, WordPerfect, CBORD software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. This position requires 24-hour callback in cases of emergency, when required, on all shifts.

QUALIFICATIONS:

Associate's degree with specialization in business, food science and nutrition, hotel and hospitality management or culinary arts required. A minimum of four years experience in a large-scale college, university or hospitality food service facility required. Knowledge of, and
experience with, computerized access systems, computerized purchasing systems and computerized inventory and menu management systems required. Experience with the CBORD systems preferred.

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

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Developed by:...............SG
Reviewed by:................
Approved by:................
Date:............4/95,5/00,8/02