UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Supervisor, WAJC/Environmental Education Center

DIVISION: Business & Finance

REPORTS TO: Manager, WAJC/Environmental Education Center

GRADE: 9

SUPERVISES: Dining, custodial, seasonal, clerical, maintenance staff

BASIC FUNCTION:

Responsible for management of all Environmental Education Center (EEC) facilities, including its food and beverage services and housekeeping operations, and for additional management support to other campus-based operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide supervision, leadership and training of the Environmental Education Center's kitchen and its staff.

Plan menus, order food and integrate menu planning with educational programming.

Schedule kitchen staff to meet variable client demand; prepare and review all payroll and related documents.

Order all food, beverages, kitchen and housekeeping supplies and equipment.

Coordinate facility arrangements including audiovisual and equipment needs for all conference clients.

Assist in preparing and reviewing all purchasing and invoice documents for all campus-based operations.

Hire, train and schedule all staff for campus-based team building programs. Schedule annual reviews of team-building equipment for safety and other liability issues.

Assist in the planning and acquisition of all vehicles necessary for the EEC and other campus-based programs.

Assist in maintaining computer and other campus-based
telephone and telecommunication systems, including troubleshooting and maintaining equipment.

Manage the maintenance and operations of the Environmental Education Center, including the main lodge, cabins, staff housing units, farm, and field classrooms.
OTHER DUTIES AND RESPONSIBILITIES:

Assist the manager of the EEC in designing and implementing a marketing program for conference business, including layout and computer-related desktop publishing images.

Assist the manager of EEC in management of budget areas related to the operation of the Environmental Education Center.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software. Valid driver's license required.

ENVIRONMENTAL CONDITIONS:

The incumbent is subject to both inside and outside work and extreme cold and hot temperatures can be encountered in this position. This position requires 24 hour call back in cases of emergency and supervisory presence, when required, on all shifts.

QUALIFICATIONS:

Bachelor's degree (preferably in hospitality management) with demonstrated experience in food service and facilities management required. This position requires that the incumbent possess the ability to communicate effectively orally and in writing and be able to organize, coordinate and supervise support staff. Must be able to use a variety of micro-computer based software programs, including Microsoft Office and a desktop publishing software. Must be able to interpret institution policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others, be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports and possess strong interpersonal skills. Must be able to prepare and deliver oral presentations before small, medium and large groups of people.

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

SOME REQUIREMENTS MAY EXCLUDE INDIVIDUALS WHO POSE A DIRECT THREAT OR SIGNIFICANT RISK TO THE HEALTH AND SAFETY OF THEMSELVES OR OTHER EMPLOYEES.

THIS JOB DESCRIPTION IN NO WAY STATES OR IMPLIES THAT THESE ARE THE
ONLY DUTIES TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THE POSITION. EMPLOYEES WILL BE REQUIRED TO PERFORM OTHER JOB-RELATED DUTIES REQUESTED BY THEIR SUPERVISOR.

Code:......0929-97

Position#:.(PSA)........

by:........TEP

by:....Mitchell

by:........RHL

6/97

Class

Developed

Reviewed

Approved

Date:........6/92;