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Developed by:.....SG  
Reviewed by:.....  
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UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: Associate Administrator, Food Services  
DIVISION: Student Affairs  
REPORTS TO: Deputy Administrator, Food Services  
GRADE: 14  
SUPERVISES: Support Staff

BASIC FUNCTION:

Establish, direct and monitor operational procedures at three dining halls, a convenience store, a late night snack program, two restaurants, a catering operation, a warehouse distribution center and a computerized central office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise, direct and monitor the activities of warehouse and office staff.

Supervise, direct and monitor the activities of a student operated convenience store to include hiring, firing, monitoring the cash sales, developing a marketing plan and monitoring inventory.

Supervise, direct and monitor a program to sell merchandise from the Distribution Center to students, faculty and staff.

Supervise, direct and monitor an evening snack program for students, faculty and staff.

Establish, direct and monitor all meal plan options for board and cash facilities. Develop and produce reports related to computerized access of students, staff and conference attendees and develop internal systems for continued maintenance of data for these systems. Direct the clerical staff in the daily maintenance and monitoring of meal plans.

Establish, direct and monitor computerized systems for all cash operations to include systems for establishing a food cost percentage, selling prices and product mix.

Establish, direct and monitor computerized systems for purchasing food and food products in pre-paid and cash operations.

Establish, direct and monitor computerized systems for a campus-wide debit card program to include university vending operations as well as cash operations.

Establish, direct and monitor a computerized network of food service systems for menu management, recipe development, production control, nutritional analysis, inventory and access systems and develop internal systems for continued maintenance and training on these systems.

Train and direct food service personnel in the use of computerized systems.

Supervise management and clerical staff in the production of monthly and end-of-year inventory evaluations following State and University auditing procedures.

Develop computerized systems to coordinate and monitor the attendance of conference groups and the financial charges related to these groups.

**OTHER DUTIES AND RESPONSIBILITIES:**

Coordinate the activities of students participating in the graduate program in dietetics know as the AP4 Program.

In the absence of the Deputy Administrator, Food Services, direct, monitor and supervise all scheduling and labor issues in all Dining Facilities.

Prepare newsletters, brochures and pamphlets to disseminate information to students, parents, faculty and staff.

Coordinate with the University Health Services the counseling of students relating to nutrition related situations.

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

Using meal plan data, cash operations sales, convenience stores reports, distribution sales, catering sales and other computerized information, assist the Administrator, Food Services with the preparation and monitoring of the annual budget.

Assist the University community with the expansion of the University wide access systems in security and vending operations.

**LICENSES, TOOLS AND EQUIPMENT:**

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. This position requires 24 hour call back in cases of emergency and supervisory presence, when required on all shifts.

QUALIFICATIONS:

Bachelor's degree in food science and nutrition, hotel and restaurant management or business management required, as is a history of five or more years of progressive management experience in a high-volume food service operation. Must be a registered and licensed dietitian. Must have demonstrated experience with labor unions and a demonstrated ability in the scheduling of a large staff. Ability to operate an IBM and a Macintosh computer required. Demonstrated knowledge of and experience in LAN setup, operation and maintenance essential. Three or more years of experience in the establishment and monitoring of the CBORD access, menu management, inventory management and nutritional analysis systems required. Demonstrated knowledge of Lotus, Wordperfect, Pagemaker and Windows required. Must be able to work under minimum supervision. Must be a demonstrated self starter, a proven leader and a problem solver, and possess strong analytical skills. Must possess a demonstrated ability to gather data and information, find and evaluate alternative solutions and make final recommendations. Must possess strong interpersonal skills and be able to communicate effectively verbally and in writing. Must provide own transportation. As necessary, must be able to engage in tasks requiring bending, reaching, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, feeling, talking and hearing.

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