

Job Code:.....100277  
Position#: (PSA)..... (E)  
Developed by:.....KG  
Reviewed by:.....SG  
Approved by:.....LK  
Date:.....3/08

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Associate Administrator, Food Services/Retail Operations  
**DIVISION:** Student Affairs  
**REPORTS TO:** Director, Dining & Retail Food Services  
**GRADE:** 14  
**SUPERVISES:** Manager, Restaurant & Concessions; Manager, Retail Operations; Food Service Administrators; Coordinator, Training & Operations; Rhody Market, Corner Store, Slapshotz, Daily Grind, Time Out, Ram's Den, America's Cup Restaurant, and Ram Escape production and service staff

**BASIC FUNCTION:**

Establish, direct and monitor all administrative, operational and fiscal aspects of multiple retail food operations, including a food court, concession areas, a convenience store, coffee shops, and pizza and ice cream locations throughout the campus community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Determine and establish appropriate and consistent policies for all retail locations.

Determine and establish appropriate and consistent student schedules, student payroll and student work programs at all retail locations.

Determine and establish appropriate and consistent state employee staffing requirements and policies for all retail locations.

Determine and establish appropriate and consistent product placement, pricing and ordering of food and non-food products for all retail locations.

Determine, establish and monitor appropriate and consistent selling prices, gross margins and cost percentages for products at all retail locations.

Direct, monitor and maintain a computerized food management system, including inventory control. Manage the inventory to include a wide selection of retail products, including single service food and beverages, grocery items, frozen items, produce, ethnic foods, health and beauty aids, school supplies and other retail items.

Direct, monitor and maintain a computerized database for the Micros cash register system. Assure that all sell prices are consistent among all retail operations.

Establish, direct, supervise and monitor a training program that is consistent and appropriate for all retail locations.

Coordinate with the Associate Administrator, Food Services/Personnel & Technology, appropriate learning outcomes for student staff in all retail operations.

Establish and implement appropriate and cost-effective menus at all retail locations. Coordinate with the Associate Administrator, Food Services/Operations, appropriate and cost-effective recipes and product sources. Monitor customer acceptance and requests in ongoing menu development and sales mix of products.

Responsible for providing the Director, Dining and Retail Services, with periodic sales reports, including cost of goods sold, end-of-year reports, monthly profit & loss statements, budgets and accounting reports, as well as food service trend reports.

Responsible for assuring that all retail locations are consistent and accurate in all phases of their operations.

**OTHER DUTIES AND RESPONSIBILITIES:**

Conduct regular and on-going meetings with staff to review programs and financial progress.

Know and ensure compliance with Federal, State, local and departmental sanitation laws, including food service preparation and its distribution policies.

Maintain a knowledge of State personnel rules and current union contracts and agreements.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management and spreadsheet software; POS equipment; valid driver's license; flexible work hours. State of Rhode Island Food Service Sanitation and Safety Certificate must be obtained within six months of being hired.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse Environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree with specialization in a business-related field, hotel and restaurant management, retail management, culinary arts, or food science and nutrition, and five years of relevant experience in a high-volume retail foodservice management environment; OR, Bachelor's degree with seven years of progressive experience in management in a retail foodservice environment at the manager or assistant manager level; Demonstrated knowledge of financial reports, including cost of goods, profit and loss statements, and cash reconciliation; Demonstrated working knowledge of computerized inventory and ordering systems, Microsoft Office Systems and POS systems; Demonstrated leadership and supervisory experience; Demonstrated ability to multi-task and problem-solve; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations. State of Rhode Island Food Service Sanitation and Safety Certificate must be obtained within six months of being hired. Willingness to travel from site to site and provide own transportation. Valid driver's license.

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