

Job Code:.....100418-Rev
Position#:(PSA).....(E)
Developed by:.....SM
Reviewed by:.....SG
Approved by:.....LK
Date:....4/95,5/00,8/02,4/15

TITLE: Coordinator, Food Service Systems

DIVISION: Student Affairs (Dining)

REPORTS TO: Associate Administrator, Food Services

GRADE: 10

SUPERVISES: Support Staff

BASIC FUNCTION:

Coordinate computerized food service systems including Cbord Odyssey Privilege systems, Cbord Food Management systems, Cbord Inventory systems, and purchasing systems for all food and supplies for a large-scale food service operation consisting of, but not limited to, two dining halls, a convenience store, a late night bistro, coffee cart kiosk, food court retail service, grab-n-go food station, catering operation, warehouse distribution center, and bake shop. Assist in coordinating computerized privilege control systems throughout the university community including all sign-up, implementation, training and tracking of all Ram Admin participation and financial data relating to the systems.

ESSENTIAL DUTIES:

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 vendors pricing for delivery of weekly food products.

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

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

Order all daily, weekly, monthly, and quarterly food and non-food supplies.

Maintain a computerized inventory for all dining and retail units.

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

Provide training and support for unit managers and staff as it relates to Food Management Systems.

Prepare inventory records for auditors from University Accounting department and maintain inventory summaries for records of comparison to evaluate turnover and value of inventory.

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.

Assist the Coordinator, Access Control Systems during Freshmen Orientation in the delivery of student identification cards and meal plan dissemination.

Perform duties of the Coordinator, Access Control Systems as needed.

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

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, office equipment, Microsoft Word, Microsoft Excel, Filemaker Pro, Cbord Food Management System, Cbord Inventory Management System, Cbord Privilege Control System, PeopleSoft.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. This position requires 24-hour call back in case of emergency and supervisory presence, when

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required on all shifts. Position may require weekend, holiday, and evening hours.
Requires bending, lifting, standing, and sitting.

QUALIFICATIONS:

REQUIRED: Bachelor's degree with specialization in business, food science and nutrition, hotel and hospitality management or culinary arts with a minimum of four years' experience using computerized food management systems and/or computerized privilege control systems in a large college or university food services setting, OR a Bachelor's degree with a minimum of six years' experience using computerized food management systems or computerized privilege control systems in a large college or university food services setting; Demonstrated ability to learn new technologies; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated knowledge of F.E.R.P.A. (Family Educational Rights and Privacy Act) standards.

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