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Developed by:.....SG
Reviewed by:.....KG
Approved by:.....LK
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THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Dining Services/Operations & Training
DIVISION: Student Affairs
REPORTS TO: Associate Administrator, Food Services/Retail Operations
GRADE: 8
SUPERVISES: Dining Services staff and student workers

BASIC FUNCTION:

Assist in the training as well as the supervision of University employees and student workers in all facets of retail operations. Assist in the overall day-to-day operations of retail departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop a training program for all facets of the assigned retail operation, including set-up, service and clean up.

Develop a Manager Training Manual for preparation to include a recipe handbook and presentation manual.

Assist in the recruitment of students to work in all aspects of the assigned retail services.

Assist in the scheduling of staff.

Direct and supervise students in assigned retail areas, and assist whenever necessary.

Assist in the creation of menus, including the pricing of these menus through the CBORD, Inc., Foodservice Management System.

Responsible for the cash handling, reconciliation and banking of revenues at assigned retail locations.

Responsible for the maintenance of food and equipment inventory at assigned retail locations.

Assist in the day-to-day operation of food service, including customer contact, menu, pricing, service and payment.

Assist in the ordering of food and supplies for catering events when required.

Assist in preparing for bid all formal bids for goods and services.

Monitor a computerized database of menus, food, supplies and inventory.

Assist the Associate Administrator, Food Services/Retail Operations in all aspects of management of assigned retail operations.

Conduct regular meetings with student and University employees.

Provide supervisory assistance at board operations as needed.

OTHER DUTIES AND RESPONSIBILITIES:

Perform related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software, including: CBORD Menu Management System, Excel, Microsoft Word and Filemaker Pro. (POS systems preferred.) State of Rhode Island Food Manager's Certificate; driver's license.

ENVIRONMENTAL CONDITIONS:

Incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree with specialization in culinary arts, hospitality management, business administration or management, communications, or food science and nutrition, plus three or more years of full-time employment at the management or supervisory level in a high-volume food service setting; or, an associate's degree in culinary arts or hospitality management, plus five or more years of full-time employment at the management or supervisory level in a high-volume food service setting; demonstrated experience supervising and training staff in all areas of food service; demonstrated working knowledge of Microsoft office systems; demonstrated working knowledge of cost and inventory control methods, as well as cash reconciliation reports; demonstrated ability to create menus and determine pricing; demonstrated ability to work under minimal supervision; demonstrated strong interpersonal skills with a demonstrated ability to communicate effectively verbally and in writing; demonstrated strong organizational skills, with the ability to prioritize and manage activities simultaneously; demonstrated self-starter and leadership skills; demonstrated problem solving and analytical skills; valid driver's license; possession of, or ability to obtain within six months of appointment, a State of Rhode Island Food Service Sanitation and Safety Certificate.

PREFERRED: Demonstrated successful food service experience in a college or university setting; demonstrated working knowledge of computerized menu management systems and POS systems.

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