

Class Code:.....0628A
Position #:(PSA)....6904
Developed by:.....
Reviewed by:.....KBG
Approved by:.....
Date:.....9/92,4/00

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, Dining Services
DIVISION: Student Development
REPORTS TO: Deputy Administrator, Food Services
GRADE: 10
SUPERVISES: Culinary, janitorial maintenance and student support staff

BASIC FUNCTION:

Responsible for all aspects of delivering a quality dining program that is proactive and responds to the needs of students, faculty, staff and guests. Duties include planning, organizing and controlling all operational and fiscal aspects of a dining facility as well as assisting with catering, special events and summer conferences when necessary. Management responsibilities include menu development, merchandising, production, service and inventory control along with budgeting and cost control. Also included is scheduling, supervision and training of State and student staff. Participation in departmental, university and professional committees and organizations is expected. Work a flexible schedule to meet changing operational needs. Responsible for ensuring that all aspects of the operation comply with State of Rhode Island, Board of Governor's, NACUFS, University of Rhode Island, division and departmental standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Order food and equipment to comply with dictates of master or special menu for standard period. Supervise staffing and training of University Catering Services, special events or emergency services; create layouts and diagrams to insure proper flow and working ease and service of each event. Supervise catering food production.

Supervise the quantity and quality of food served ensuring compliance with established dietary standards of University Dining Services. Supervise physical inventory preparation for an assigned dining facility and its completed submittal to administrators.

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Maintain control of payroll and record of all employees therein, including but not limited to preparation and supervision of work schedules and supervision of work assignments.

Prepare and supervise dining facility's part-time employment policies; interview, employ, staff, train, supervise and account for student employees.

Supervise training, scheduling, assignment and discipline of all staff.

OTHER DUTIES AND RESPONSIBILITIES:

Supervise and provide a learning site for students in an Internship program that are assigned to the dining facility.

Know and ensure compliance with Federal, State and department sanitation laws, including food service preparation and its distribution policies. Have general knowledge of State Personnel rules and current Union contracts and agreements.

Seek out students and other patrons needs and recommend systems to measure performance against existing standards of quality. Attend or assign representative to Student Advisory Board meetings when hosted by dining hall.

Supervise a test kitchen for testing new products and menus.

Prepare and submit appropriate forms, records, information and documentation as required.

Perform other duties as requested.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in hotel administration, food science and nutrition, or hospitality management with a minimum of three years of successful experience at the supervisory level in a high volume institutional, commercial, industrial or other similar food service organization required; OR, Bachelor's degree in a related field with a minimum of five years of progressive management experience in the above required. The following are also required:

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experience in and thorough knowledge of the methods and practices of food purchasing, storage, preparation, production, sanitation, service, quality control measures and the ability to apply that knowledge to a college food service environment; working knowledge of cost and inventory controls; ability to evaluate operations and develop recommendations for improvement; ability to be a team player who can develop an effective working relationship at all levels of the organization; strong interpersonal and communication skills with the ability to organize and deal with multiple tasks, emergency situations and customer requests; ability to be a creative motivator with a proactive management style; ability to work a flexible schedule to meet changing operational needs; effective time management skills, with the ability to prioritize goals that fulfill the mission of the University, the division and the department. Professional certifications such as ServeSafe, or State of RI, Manager, Certified in Food Safety, preferred. A working knowledge of computer programs such as CBORD, Word and Excel preferred. Previous management experience in supervising in a union environment desirable.

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

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