Auburn University Job Description

Job Title: Dir, Campus Dining

Job Summary
Directs and coordinates all Campus Dining facilities, programs, services, and employees to ensure effective and efficient daily operations.

Essential Functions

1. Provides oversight of contractual obligations between Auburn University and the food service contractor and ensures overall compliance.
2. Coordinates the planning of facilities, personnel, and programs related to Campus Dining and the food service contractor within all applicable financial and administrative parameters.
3. Ensures and promotes effective communication between Campus Dining/the food service vendor and all campus constituencies; this includes oversight of marketing, technological administration, and customer service associated with the University’s Meal Plan programs.
4. Conducts regular visits to all Campus Dining venues to assess and encourage optimal operations, including productivity, safety, customer satisfaction, cleanliness, and hospitality.
5. Develops, manages, and maintains financial plans for Campus Dining through analysis of financial and other reports in conjunction with the food service vendor.
6. Establishes fiscal and programmatic benchmarks, goals, and objectives for Campus Dining.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Business, Management, or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in the supervision/management of food services</td>
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Substitutions allowed for Education:
When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of business operations and supervisory practices and methods.

Certification or Licensure Requirements
Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/26/2012