Auburn University Job Description

Job Title: Wellness Kitchen Manager
Job Code: EH14
FLSA status: Exempt

Job Summary
Manages all kitchen functions of the Wellness Kitchen Dining Facility, acting as a liaison between university dining, contracted dining, and the Athletics Department.

Essential Functions

1. Manages all phases of the Wellness Kitchen to include but not limited to planning, budgeting, analysis, and reporting of all food costs.

2. Maintains and implements top standards of quality in all areas of the operation and maintains compliance with all relevant regulations relating to food health and safety.

3. Keeps all parties informed of any issues that could potentially disrupt or prevent normal operations from occurring.

4. Ensures that the facility and all equipment is kept clean and in proper working order through personal inspections and schedules.

5. Properly responds to customer complaints/concerns, taking appropriate actions as needed and makes recommendations for improvements.

6. Schedules, plans and coordinates a wide range of diverse activities and events to fully utilize the facility.

7. Assigns duties and coordinates training for employees, as necessary, ensuring proper preparation and serving of daily meals, successful execution of special events, and compliance with nutritional guidelines and any applicable SEC/NCAA requirements.

8. Analyzes all required paperwork, including statements, reports, and transactions, and provides copies of these documents to the appropriate departments.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree in Hotel &amp; Restaurant Management, Hospitality, Business, or related field</td>
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<th>Experience (yrs.)</th>
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<tr>
<td>Experience in restaurant management and/or hospitality</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:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of food service operations to include planning and preparation, purchasing, sanitation, record keeping, and safety

Certification or Licensure Requirements
None Required

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires reaching, 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: 6/4/2014