



## JOB INFORMATION

|                                                          |                             |
|----------------------------------------------------------|-----------------------------|
| Job Code                                                 | EH14                        |
| Job Description Title                                    | Asst Dir, Campus Dining     |
| Pay Grade                                                | CP12                        |
| Range Minimum                                            | \$69,180                    |
| 33rd %                                                   | \$87,630                    |
| Range Midpoint                                           | \$96,860                    |
| 67th %                                                   | \$106,080                   |
| Range Maximum                                            | \$124,530                   |
| Exemption Status                                         | Exempt                      |
| Organizational use restricted to the following divisions | 169 SVP for Student Affairs |
| Approved Date:                                           | 1/1/1900 12:00:00 AM        |
| Legacy Date Last Edited                                  | 5/2/2018                    |

## JOB FAMILY AND FUNCTION

|               |                 |
|---------------|-----------------|
| Job Family:   | Campus Services |
| Job Function: | Campus Dining   |

## JOB SUMMARY

Assists the Director of Campus Dining, coordinating all Campus Dining facilities, programs, and services to ensure effective and efficient daily operations. Manages vendor compliance with the dining services contract for all campus venues. Manages all kitchen functions of the Wellness Kitchen Dining Facility, acting as a liaison between university dining, contracted dining, and the Athletics Department.

## RESPONSIBILITIES

- Collaborates with outside vendors for all Campus Dining venues, including the Wellness Kitchen, ensuring compliance with contract terms and conditions. Provides regular feedback to the vendor as to whether they are meeting service expectations.
- Provides periodic updates on compliance to University management. Interacts with students and other users of Campus Dining facilities to obtain feedback on vendor performance.
- Assists the Director of Campus Dining in developing and implementing strategic and operational goals for Campus Dining, including the Wellness Kitchen. Assesses current operations, performs trends analysis as well as researches new and innovative ideas for the future.
- Monitors the financial status of the Wellness Kitchen. Prepares budget-to-actual comparisons and prepares regular food analysis of food costs, labor costs, and inventory trends.
- Maintains and implements top standards of quality in all areas of the operation of the Wellness Kitchen and maintains compliance with all relevant regulations relating to food health and safety.
- Ensures compliance with nutritional guidelines and any applicable SEC/NCAA requirements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                                                                 |     | Years of Experience | Focus of Experience                                                                                                                                                                                                                                                                     |  |
|-------------------|------------------------------------------------------------------------------------|-----|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Bachelor's Degree | Degree in Hotel & Restaurant Management, Hospitality, Business, or relevant field. | and | 5 years of          | Experience in restaurant, hospitality, campus dining management or administration, vendor contract administration, database administration, or other related business administration experience. At least one year of experience hiring, developing, supervising, and evaluating staff. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                                                                                               |  |
|-------------------------------------------------------------------------------------------------------------------------------|--|
| Knowledge of food service operations to include planning and preparation, purchasing, sanitation, record keeping, and safety. |  |
| Ability to communicate effectively and efficiently.                                                                           |  |
| Demonstrated ability to use conflict resolution strategies to resolve difficult situations between stakeholders.              |  |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

|                            |       |
|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.