

Hospitality and Dining Services Job Function

FD Culinary Mgt IV

Grade: 58

Job Code: Y1058M

Job Family: Culinary

Job Family Matrix: [Culinary Matrix](#)

Summary

Manage all aspects of a medium to large scale, complex, or multi-unit food production and special events preparation.

Typical Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Manage the preparation and presentation of high quality food for large events in accordance with the established menu while meeting target meal cost
- Implement and monitor menu and inventory management systems including, but not limited to: ensuring cost control and mitigation of loss prevention, completion of weekly inventory audits; maintenance of appropriate inventory levels based on menu needs, etc.
- Plan and manage the execution of complex catered indoor and outdoor events
- Assist with the development and management of the annual operational budget which includes, but is not limited to management of MORS, estimation and management of food and labor cost goals, etc.
- Develop specialized reports to track trends; analyze data and make recommendations for use in strategic planning
- Ensure kitchen equipment and related physical space (i.e.: dishwasher, ovens, refrigeration, exhaust and ventilation systems) is operational and in good repair; manage requests for repair if necessary
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 7 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- Knowledge of Microsoft Word, Excel and Outlook
- Strong communication (verbal, written, interpersonal) skills and an ability to communicate effectively with a diverse constituency
- Operational experience with industrial kitchen equipment (dishwasher, oven, ventilation systems, etc.)
- Operational experience with food service applications and computerized menu management systems

Certificates and Licenses

Physical Requirements

- Position frequently involves long hours and widely diverse duties
- Must be able to lift (approximately 20 to 30 pounds), bend, stoop and perform other physical exertion
- Ability to stand for extended periods of time

Working Conditions

- Ability to work evenings, weekends and holidays as needed
- Subject to wet floors, temperature extremes, and excessive noise
- Standing and walking for significant amounts of time is necessary