

Hospitality and Dining Services Job Function

FD Culinary Mgt V

Grade: 59

Job Code: Y1059M

Job Family: Culinary

Job Family Matrix: [Culinary Matrix](#)

Summary

Lead 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
- Lead the preparation and presentation of high quality food for large and complex events in accordance with the established menu while meeting target meal cost
- Manage a robust inventory management program ensuring cost control and mitigation of loss prevention, manage a regular internal audit process and analyze data, investigate variation and instruct front-line management on appropriate corrective measures
- Plan and lead the execution of complex catered indoor and outdoor events
- Manage the annual operational budget which includes, but is not limited to management of MORS, estimation and management of food and labor cost goals, etc.
- Lead the development of specialized and ad hoc reports to track trends
- Ensure kitchen equipment and related physical space (i.e.: dishwasher, ovens, refrigeration, exhaust and ventilation systems) is operational and in good repair; may manage vendor relationships
- 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 8 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- Knowledge of Microsoft Word, Outlook and Excel
- 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