

Hospitality and Dining Services Job Function

FD Food Services Mgt II

Grade: 56

Job Code: Y0056M

Job Family: Food Services

Job Family Matrix: [Food Services Matrix](#)

Summary

Provide management support and oversight to a food service operation.

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 front-of-house and back-of-house operations
- Assign and direct the work of a team of hourly and temporary staff to ensure the delivery of excellent service, address staff performance and recommend/deliver corrective actions as needed
- Assist with monitoring 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.
- Ensure kitchen equipment and the physical plant is operational and clean; alert Unit Manager of needed repairs
- Execute dining hall opening and closing procedures
- Assist with the planning and execution catered events
- Perform administrative duties, including inventory, payroll, budgeting, calendars, documentation, and ordering supplies
- Ensure high standards are consistently met with regard to quality assurance related to food, sanitation, equipment, facility maintenance and management and safety
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Minimum of 2 years' relevant work experience

Additional Qualifications and Skills

- Supervisory experience
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- 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, bend, stoop and perform regular walking and standing
- Subject to wet floors, temperature extremes, and excessive noise

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