

Hospitality and Dining Services Job Function

FD Food Services Mgt III

Grade: 57

Job Code: Y0057M

Job Family: Food Services

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

Summary

Lead a team of exempt and hourly employees in the successful execution of 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
- Lead front-of-house and back-of-house operations
- Assign and direct the work of a team of exempt, hourly and temporary staff to ensure the delivery of excellent service, address staff performance and recommend/deliver corrective actions as needed
- Manage the monitoring of the 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; submit necessary request for repair if necessary
- Manage dining hall opening and closing procedures
- Solicit, sell, plan and execute catered events; develop and select catering menus in cost efficient, creative ways that meet the needs of the client
- Perform administrative duties, including inventory, payroll, budgeting, calendars, documentation, and ordering supplies
- Manage the development and implementation of relevant trainings to increase knowledge and ability of waiters, cooks and other kitchen staff
- 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

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- 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