

Hospitality and Dining Services Job Function

FD Food Services Mgt VI

Grade: 60

Job Code: Y0060M

Job Family: Food Services

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

Summary

Direct all aspects of a large-scale, complex, or multi-unit food service operation division or related support function.

Typical Core Duties

- Responsible for providing leadership and effective staff management to a complex, large-scale, multi-unit food service operation, including business development, client relationship management, hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Lead a professional service team in the overall management, preparation and delivery of service in full compliance with all food and occupational safety regulations and customer service expectations
- Ensure financial viability of the assigned business unit through active development and management of budgets based on realistic goals tailored appropriately to changing financial conditionals both within and beyond the University
- Implement and oversee a robust inventory management program ensuring cost control and mitigation of loss prevention, manage a regular internal audit process and analyzes data, investigate variations and instruct front-line management on appropriate corrective measures
- Direct administrative duties, including inventory, payroll, budgeting, calendars, documentation, and ordering supplies
- Direct 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 10 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