

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT DIRECTOR, DINING SERVICES

Reports To: Designated Supervisor

UW Job Code: 3908

UW Job Family: 39 - Food Service Professional

SOC Code: 11-9051

FLSA: Exempt

Pay Grade: 25

Date: 3-3-03 (revised 7-1-04; 7-1-06; 9-1-06; 7-1-08; 5-1-21)

JOB PURPOSE:

Administer food service operations for the Department of Residence Life & Dining Services such as catering, summer conferences, and the Washakie Center. Oversee additional revenue-generating operations including food service, the University recreational camp, vending, and other food retail operations. Explore opportunities for the department to generate revenue streams in support of core business functions of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee area(s) of University food service; develop and plan procedures to maximize operational effectiveness and efficiency; develop strategies to collaborate with campus entities to ensure the University's food service needs are met.
- Develop menu pricing to support direct and indirect costs of operation; work with administrators to develop continual assessment strategies.
- Administer departmental conference operations including space scheduling, meal plan scheduling, drafting conference agreements, check-in processes, and summer staffing; monitor revenue billing/collections and budgeting.
- Develop marketing and communication plans to ensure customers are well informed of the services provided by the department; oversee the development of web pages, menus, brochures, service showcases, etc.
- Manage ancillary cash operations; develop operational procedures, fee proposals, and pricing strategies through designated supervisors.
- Oversee contractual revenue stream for the department to ensure revenues are collected as contracted, including vending income, site rental, etc.; generate ideas/plans and implement strategies for additional revenue-producing entities in support of the departmental mission.

- Serve as a departmental administrator; advise director/associate directors on matters of policy; participate in planning and budgeting processes for department; maintain current within the profession and contribute to the professional development of the staff.

SUPPLEMENTAL FUNCTIONS:

- Serve as an ex-officio member of the catering advisory board and assist with agenda planning for meetings.
- May attend events to ensure quality of service and product.

COMPETENCIES:

- Innovation
- Work Prioritization & Management
- Service Orientation
- Work Standards
- Negotiation
- Integrity
- Strategic Planning
- Stress Tolerance

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of supervision, budget preparation, and administration.
- Food Service policies and procedures, health codes, and food preparation.
- Contract documents and specifications.
- Menu development and pricing techniques.
- Program/event/conference requirements including room assignments, registration, and special equipment or other setups.
- Catering facilities and equipment requirements for a range of event sites.
- Supplies, equipment, and/or services ordering and inventory control.
- Procedures, regulations, and standards for the transport and storage of perishable goods.
- Food preparation and presentation methods, techniques, and quality standards.
- Business management principles and practices.
- Financial/business analysis techniques.
- Organizational structure, workflow, and operating procedures.
- Staff hiring procedures.

- Marketing strategies, processes, and available resources.
- Facilities and asset management methods and procedures.
- Budgeting, cost estimating, and fiscal management principles and procedures.

Skills and Abilities to:

- Manage operational and financial aspects of a food service organization.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Resolve problems with clients and staff.
- Review and evaluate operating procedures and recommend improvements.
- Assess food needs and make estimates of requirements.
- Calculate food costs and keep records involved in the purchase and maintenance of supplies.
- Establish and maintain effective working relationships with others.
- Administer departmental operations, including catering and conference operations.
- Organize resources and establish priorities.
- Monitor and/or maintain quality control standards.
- Gather data, compile information, and prepare reports.
- Work both independently and in a team environment.
- Effectively manage time and schedules.
- Work effectively with a wide range of constituencies in a diverse community.
- Develop, plan, and implement short- and long-range goals.
- Develop and market food service plans, including catering and cash operations.

WORKING CONDITIONS:

Standard office environment; frequent exposure to food service preparation and catering locations; may occasionally operate food service equipment.

DISTINGUISHING FEATURES:

In a Unit with both an Associate Director and Assistant Director Level: The Associate Director level is the level with a much broader scope of responsibility and is called upon to "act as Director with full decision-making authority in their absence." In a Unit with only one level (either an Associate Director or an Assistant Director), whichever level is present may be called on to temporarily "act on behalf of Director in their absence, as directed."

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.