

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: ASSOCIATE DIRECTOR, DINING SERVICES

Reports To: Director of Dining

UW Job Code: 3911

UW Job Family: 39 - Food Service Professional

SOC Code: 11-9051

FLSA: Exempt

Pay Grade: 26

Date: 12-1-20 (revised 5-1-21)

JOB PURPOSE:

Administer food service operations for the Washakie Dining Center and Department of Residence Life & Dining Services. Organize and coordinate daily business including dining room service, customer service, preparation and cooking of all menu items, food presentation, special event planning, sanitation, and supervising of assigned personnel in their operational duties.

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 that supports direct and indirect costs of operation; work with administrators to develop continual assessment strategies.
- Develop marketing and communication plans to ensure customers are well informed of the services provided by the department; oversee the development of menus, brochures, service showcases, etc.
- Generate ideas/plans and implement strategies for additional revenue-producing entities in support of the departmental mission.
- Serve as a departmental administrator; advise subordinates on matters of UW policy; participate in planning and budgeting processes for department; maintain current within the profession and contribute to the professional development of the staff.
- Ensure procedures are followed to maintain a safe environment for food-allergic diners.

SUPPLEMENTAL FUNCTIONS:

- Provide support to special catering events.
- Provide support to assist HAPC Training Table as needed.

- Execution of outdoor BBQs and opening semester events.

COMPETENCIES:

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

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree, On-the-Job Experience**

Experience: **5 -8 years of experience managing a collegiate food service operation**

Required licensure, certification, registration, or other requirements: **Serv-Safe Certification**

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.
- Mandatory weekly training of all culinary personnel.
- Organize resources and establish sound business 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 labor schedules.
- Work effectively with a wide range of constituencies in a diverse community.
- Develop, plan, and implement short and long-range business plans.
- Create and develop a yearly marketing plan.
- Work with food service software (i.e. CBORD).

WORKING CONDITIONS:

Kitchen or standard office environment; frequent exposure to food service preparation and kitchen locations; may occasionally operate food service equipment.

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.