AUBURN
Human Resources

Asst Dir, Campus Dining

Job Description

JOB INFORMATION

Job Code	EH14
Job Description Title	Asst Dir, Campus Dining
Pay Grade	CP12
Range Minimum	$69,180
33rd %	$87,630
Range Midpoint	$96,860
67th %	$106,080
Range Maximum	$124,530
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/2/2018

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Dining

JOB SUMMARY

Assists the Director of Campus Dining, coordinating all Campus Dining facilities, programs, and services to ensure effective and efficient daily operations. Manages vendor compliance with the dining services contract for all campus venues. Manages all kitchen functions of the Wellness Kitchen Dining Facility, acting as a liaison between university dining, contracted dining, and the Athletics Department.

RESPONSIBILITIES

- Collaborates with outside vendors for all Campus Dining venues, including the Wellness Kitchen, ensuring compliance with contract terms and conditions. Provides regular feedback to the vendor as to whether they are meeting service expectations.
- Provides periodic updates on compliance to University management. Interacts with students and other users of Campus Dining facilities to obtain feedback on vendor performance.
- Assists the Director of Campus Dining in developing and implementing strategic and operational goals for Campus Dining, including the Wellness Kitchen. Assesses current operations, performs trends analysis as well as researches new and innovative ideas for the future.
- Monitors the financial status of the Wellness Kitchen. Prepares budget-to-actual comparisons and prepares regular food analysis of food costs, labor costs, and inventory trends.
- Maintains and implements top standards of quality in all areas of the operation of the Wellness Kitchen and maintains compliance with all relevant regulations relating to food health and safety.
- Ensures compliance with nutritional guidelines and any applicable SEC/NCAA requirements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Hotel & Restaurant Management, Hospitality, Business, or relevant field.	and	5 years of	Experience in restaurant, hospitality, campus dining management or administration, vendor contract administration, database administration, or other related business administration experience. At least one year of experience hiring, developing, supervising, and evaluating staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of food service operations to include planning and preparation, purchasing, sanitation, record keeping, and safety.	
Ability to communicate effectively and efficiently.	
Demonstrated ability to use conflict resolution strategies to resolve difficult situations between stakeholders.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.