
Auburn University Job Description

Job Title:	Dir, Campus Dining&Concessions	Job Family:	No Family
Job Code:	EA95	Grade CP16	\$107,200 - \$203,700
FLSA status:	Exempt		

Job Summary

Directs and coordinates all Campus Dining facilities, programs, services, including oversight for all dining and concessions for athletic events. Oversees employees to ensure effective and efficient daily operations. Represents the interests of students, faculty, staff, and visitors to ensure the provision of healthy, convenient, and reasonably-priced food on campus in a timely and cost-efficient manner. Oversees the daily operations of campus dining including food operations and outlets, catering services, vending, franchise operations, and student/student-athlete meal plans. Assures all contractual obligations are met.

Essential Functions

1. Provides oversight of contractual obligations between Auburn University and the food service contractor and ensures overall compliance.
2. Coordinates the planning of facilities, personnel, and programs related to Campus Dining and the food service contractor within all applicable financial and administrative parameters.
3. Ensures and promotes effective communication between Campus Dining/the food service vendor and all campus constituencies; this includes oversight of marketing, technological administration, and customer service associated with the University's Meal Plan programs.
4. Conducts regular visits to all Campus Dining venues to assess and encourage optimal operations, including productivity, safety, customer satisfaction, cleanliness, and hospitality.
5. Develops, manages, and maintains financial plans for Campus Dining through analysis of financial and other reports in conjunction with the food service vendor. Collaborates with university offices to maximize use of the university's dining assets.
6. Provides leadership and direction to the staff responsible for campus dining establishing fiscal and programmatic benchmarks, goals, and objectives. Develops master plan that includes innovative dining concepts and service-delivery strategies.
7. Responsible for the food service contract as it relates to leadership, marketing, management, administration, and overall oversight of campus dining.
8. May perform other duties as assigned.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Management, or related field
Experience (yrs.)	7	Seven years increasing responsibilities in a mid-to senior-level position within a large, comprehensive student dining environment or large corporate dining environment.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of student or corporate dining facilities to include operations and financial management.

Demonstrated knowledge of the food service industry, contractual agreements, and ability to work with diverse internal and external constituencies.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/25/2019
