

JOB INFORMATION

Job Code	EA95
Job Description Title	Dir, Campus Dining&Concessions
Pay Grade	CP16
Range Minimum	\$118,370
33rd %	\$153,880
Range Midpoint	\$171,630
67th %	\$189,390
Range Maximum	\$224,900
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/25/2019

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Dining

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.

RESPONSIBILITIES

- Provides oversight of contractual obligations between Auburn University and the food service contractor and ensures overall compliance.
- Coordinates the planning of facilities, personnel, and programs related to Campus Dining and the food service contractor within all applicable financial and administrative parameters.
- 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.
- Conducts regular visits to all Campus Dining venues to assess and encourage optimal operations, including productivity, safety, customer satisfaction, cleanliness, and hospitality.
- 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.
- 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.
- Responsible for the food service contract as it relates to leadership, marketing, management, administration, and overall oversight of campus dining.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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 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 Business, Management, or related field	and	7 years of	Seven years increasing responsibilities in a mid- to senior-level position within a large, comprehensive student dining environment or large corporate dining environment.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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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.