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## Auburn University Job Description

Job Title: **Asst Dir, Campus Dining**

Job Family: No Family

Job Code: **EH14**

Grade CP12 \$60,900 - \$109,600

FLSA status: Exempt

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### 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.

### Essential Functions

1. 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.
2. Provides periodic updates on compliance to University management. Interacts with students and other users of Campus Dining facilities to obtain feedback on vendor performance.
3. 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.
4. 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.
5. 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.
6. Ensures compliance with nutritional guidelines and any applicable SEC/NCAA requirements.

### Supervisory Responsibility

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

*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.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Hotel & Restaurant Management, Hospitality, Business, or relevant field.
<b>Experience (yrs.)</b>	5	Experience in restaurant management and/or hospitality management. At least one year of experience hiring, developing, supervising, and evaluating staff.

#### 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 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.

#### Certification or Licensure Requirements

None Required

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires reaching, 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: 5/2/2018

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