

The University of Akron
Classification Specification

Job Title:	Mgr Food Services	Job Code:	42551
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	1/1/04;9/22/00;7/1/99

Job Summary:

Manage dining service operations by planning daily operations/special events, scheduling staff, ordering food, and estimating food and labor costs.

Essential Functions:

35% Schedule staff and supervise daily operations/special events.

20% Coordinate with customers to organize and plan special events that meet their needs and expectations.

15% Order food supplies from a variety of vendors.

15% Maintain budgets by estimating food cost, analyze inventory, and manage operating income.

15% Meet with department staff and administrators to properly address concerns and resolve problems.

0-5% Administer bargaining contracts.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Serve Safe Sanitation Certificate.

Experience:

Requires a minimum of 4 years experience in high volume catering and/or food service environment. Knowledge of inventory control, food and labor cost control, and customer service required. Ability to work a flexible schedule, supervise employees and staff a catered event required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.