

The University of Akron
Classification Specification

Job Title:	Supv Dining Services	Job Code:	42501
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	7/12;1/04;7/1/99

Job Summary:

Supervise a high volume food service operation while providing a quality dining experience to patrons.

Essential Functions:

65% Oversee facility set-up and clean-up, alcohol inventory and service, and performance of wait staff.

20% Train, schedule and discipline of student employees.

15% Maintain sanitary levels for the dining room, kitchen and overall facility. Assist in organizing and planning special events or functions. Secure the dining area while maintaining a safe environment. Check and maintain correct accounting procedures pertaining to money collection and recording. Observe all activities in the area to assist with any problems that may arise.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Serve Safe Sanitation Certificate.

Experience:

Requires a minimum of 2 years experience providing dining services and performing supervisory duties. Food presentation skills required. Ability to adapt to changes, be creative and work independently and as a team member required. Strong communication skills required. Basic math abilities and knowledge of proper food sanitation procedure required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 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.