

UNIVERSITY OF NORTHERN IOWA

POSITION ANNOUNCEMENT

POSITION TITLE: Assistant Manager/Dining

DEPARTMENT: Residence

APPOINTMENT TYPE: 10 Month, Probationary, Pay Grade IV

PRIMARY FUNCTION: Coordinates and supervises the general operation of a dining unit, catering services, and/or retail operations for dining services; solicits and responds to information from customers; utilizes Food Pro and other systems to ensure compliance with departmental procedures and cost management; assists with the staff and student employment process; and assists in recommending new and/or revised departmental operational policies, procedures, and standards.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Coordinates and supervises the general operation of a dining unit, catering services, and/or retail operations for dining services; observes and ensures safe and sanitary handling of food, proper portioning, and quality and consistency of products; assists in initiating and introducing new food products; evaluates systems and procedures observed with food service preparations; and recommends revisions to effect improved service.
2. Solicits and responds to information from customers regarding quality of services using written and verbal communication; and communicates with customers, guests, staff, and students and arranges for special services and events as needed.
3. Utilizes Food Pro and other systems to ensure compliance with departmental procedures and cost management; ensures that food supplies on hand are adequate and efficiently used; orders food and supplies; checks and ensures proper quality and quantity of incoming supplies; directs storage and entry of same on inventory listing; arranges for removal and delivery of stated supplies for processing; determines efficient use of unused portions; and assists in financial goals.
4. Assists with the coordination of the staff and student employment process; determines staffing needs; coordinates recruitment, selection, and placement of assigned staff; schedules, assigns, and adjusts work schedules as needed to meet staffing requirements; assists in the training and development of staff and students; observes and evaluates performance of assigned staff and students; and reviews time records to verify same according to service.
5. Assists in recommending new and/or revised departmental operational policies, procedures, and standards for production, service, sanitation, and safety, etc.; aids in the development and implementation of approved system and procedures; and participates in an on-going evaluation of departmental operations.

NECESSARY QUALIFICATIONS: Bachelor's degree in institutional, hotel or restaurant management, dietetics, business management or related field required. Culinary degree plus three years of experience may be substituted. Experience in retail food service, catering, or institutional food service operations also required. Student experience will be considered. Position is an academic year plus 15 days of scheduled service work. Criminal and other relevant background checks required.

APPLICATION PROCESS: Application materials received by July 6, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Assistant Manager/Dining Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: www.uni.edu UNI is a smoke free campus

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.