

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, DINING SERVICES

Reports To: Designated Supervisor

UW Job Code: 3981

UW Job Family: 39 - Food Service Professional

SOC Code: 35-1012

FLSA: Exempt

Pay Grade: 23

Date: 8-1-03 (revised 7-1-04; 7-1-06; 7-1-08; 5-1-21)

JOB PURPOSE:

Supervise, manage and coordinate the operational and personnel functions of a designated food service unit under very limited supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage food purchasing and/or service functions of a designated unit; enforce quality and sanitation standards, portion control and efficiency of unit; participate in set-up and delivery for catering.
- Interview, hire, train, supervise and evaluate support staff within unit; supervise and/or conduct scheduling of support staff.
- Maintain daily sales and inventory records; assist with ordering supplies.
- Participate in menu preparation and recipe supply.

SUPPLEMENTAL FUNCTIONS:

- Promote public relations with students, guests and University personnel.
- Recommend budget estimates and monitor expenditures.

COMPETENCIES:

- Independence
- Integrity
- Service Orientation
- Individual Leadership
- Delegating Responsibility
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **Vocational school, On-the-Job Experience, or Associate's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable federal, state and local codes, rules and regulations.
- Quantity food preparation, services, procedures, and practices.
- Nutritional value, adaptabilities, and uses of various foods.
- Mathematical calculations used in determining the number of servings in a given amount of food.
- Numbers and types of workers needed to staff a large food service operation.
- Equipment and supplies used in quantity food preparation and service and its care and operation.
- Quantity food purchasing, receiving, and storage.
- Quality assurance, infection control, and environmental safety procedures.
- Occupational hazards and safety regulations and rules.
- Standards of sanitization and cleanliness employed in handling food.
- Employee policies and procedures and supervisory techniques.
- Catering processes and procedures.
- Sales and inventory records maintenance and reporting procedures.
- Budgeting and expenditure monitoring.

Skills and Abilities to:

- Prepare work reports and correspondence.
- Maintain inventories and requisition supplies and equipment.
- Instruct, evaluate, and supervise employees.
- Meet prescribed deadlines through personal and unit organization.
- Move up to 50 pounds occasionally.
- Operate equipment and tools used in the food service industry.
- Manage various food service aspects of a designated unit.
- Enforce quality and sanitation standards, portion control and efficiency of a unit.
- Set up and deliver food and services for catered functions.
- Maintain daily sales and inventory records.
- Prepare menus.
- Recommend budget estimates and monitor expenses.
- Maintain favorable public relations.

WORKING CONDITIONS:

Standard office, kitchen, and food service environments; regular exposure to noise, vapors, temperature changes, and fumes; occasional exposure to chemical and mechanical hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.