

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Dining Service Manager and Student Employment Coordinator

Position No: AO-BF-FS

Preparation Date: March 2015

Function of Position:

Responsible to the associate director of board plan dining and production, for supervision and execution of activities related to Mensa board plan dining and other services, the student employment program, and routine maintenance of facility. Primary area of responsibility is that which focuses on providing quality food and service to Mensa guests.

Principal Duties and Responsibilities :

- 1) Supervise and assist in set up, service and cleanup of food service operations. Supervise service staff including assistant manager, service supervisor, checkers, dish room and maintenance. (49%)
- 2) Supervise and assist with the hiring process for student employees for all areas of dining services. Initiate student employee evaluation process for all dining areas. Schedule and evaluate student employees of Mensa. Complete paperwork for hiring, implement time keeping system and employment policies. Communicate with College student employment office, and maintain correct employment information in computer systems. Manage student employment budget within designated guidelines. (24%)
- 3) Supervise and assist in execution of recycling, laundry, and routine equipment maintenance programs. Ensure that safety, sanitation and security policies are developed and followed, and that they meet legal requirements. (8%)
- 4) Responsible for development of student manager program including recruiting, hiring, training and evaluation of student managers. (8%)
- 5) Assist with collection of information needed for computerized food management system; complete service records, record customer counts, assist with recipe development. (7%)
- 6) Serve on management team that determines and implements policies and procedures of the department. Provide management direction and coverage for operations. Respond to comment cards. (2%)
- 7) Maintain aesthetically pleasing service areas and arrange for seasonal decoration. Conduct dishware and uniform inventory. Recommend items for purchase and order assigned items. (2%)
- 8) Perform other related duties as assigned.

Supervision:

Employee proceeds independently, working toward established objectives, requiring the use of a wide range of procedures. Employee prioritizes own work and refers unusual cases to supervisor.

Minimum Qualifications:

Associate Degree in Business, Food Service or related degree, plus 7 years effective experience in food service; or, BA in Business, Food Service or related degree, plus three years effective experience in food service. Supervisory skill, customer service skills, computer skill, business acumen are important job skills. Must be able to work flexible schedule based on business need; work includes weekends. Ability to lift 50#.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.