

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position- Dining Services Nutrition Advisor & Office Administrative Assistant**

Preparation Date: July 2021

**Function of Position:**

Full-time position, responsible to the Director of Dining Services for nutritional advising, assistance with menu and event planning, execution and monitoring of technology maintenance, web maintenance, general office duties and marketing assistance.

**Principal Duties and Responsibilities:**

- 1) Meet with students who have special dietary needs; serve as liaison between students with special dietary needs and dining service staff; plan menus for modified diets and communicate with customers and dining staff to insure needs are met; plan general special diet menus for the menu cycle to be used as a dining guide for students with common dietary issues such as gluten free, vegan, nut allergies, etc.; follow up with students with special dietary needs throughout the year to be sure their needs are still being met and to see if they need further assistance. **(35%)**
- 2) Issue identification cards and report lost cards; track and solve ID problems; sign up groups for meals and prepare internal paperwork; assist with Cbord, Micros and other technology issues as needed; communicate with users, IT and service provider to solve problems. **(15%)**
- 3) Sort and file interdepartmental sales orders and charges; assist with processing interdepartmental transfers and event billings; enter information into system for interdepartmental food and event billing; ensure accuracy of pricing; evaluate billing for completeness and consistency and consult with Director on questions; distribute interdepartmental billing summaries to department contacts and follow up on any questions from them; submit final interdepartmental billings to Business Office. **(15%)**
- 4) Provide training programs for staff and students regarding nutrition, food allergies, and other related topics. **(10%)**
- 5) Assist with maintenance and support of dining computer systems including GET, ID system, conference ID card plans, and computerized food management system. **(10%)**
- 6) Assist with development, design and maintenance of web sites for Dining Services including dining website and GET; serve as a liaison between Dining Services and Marketing regarding web pages; maintain accurate online menu and service hours; receive online comments and distribute appropriately. **(5%)**
- 7) Promote dining service products and services and healthy food choices; create table tents and other marketing materials, and assist with customer communications; assist with development of a dining advisory board. **(3%)**
- 8) Assist with money-counting and income reconciling; assist with maintaining change in safe. **(3%)**
- 9) Talk to customers and determine food needs; create sales orders for take-outs, deliveries and some special events; help maintain sales order/event book, track activities and ensure that timelines are met. **(2%)**
- 10) Answer telephone, help customers, or refer and follow up; cover duties of office assistant in their absence. **(1%)**
- 11) Assist in promoting special events for Dining Services. **(1%)**
- 12) Other duties as assigned.

**Supervision:**

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

**Minimum Qualifications:**

Associates degree in Nutrition, Hotel Restaurant Management, Business or related field, plus one year of related experience; strong analytical, communication, organization and technology skills; team player, good customer service skills, ability to give presentations and provide training.

**Application Procedure:**

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