



Family: Food and Retail Services

Level: AM1

Position Profile Title: Administrator 1-Dining

Salary Grade	Minimum	Midpoint	Maximum
9	\$104,100	\$143,112	\$182,112

PROFILE SUMMARY:

Positions in this job profile are responsible for the leadership, oversight, and management of the overall operations of Dining Services within University Housing and Dining Services. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives, in alignment with broader department vision, goals, and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs, and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive, management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristics of the Administrator 1-Dining profile are the oversight and management of the overall operations of dining services within University Housing and Dining. Positions have overall strategic and fiscal responsibilities and supervise other managers that carry out the strategic plan in functional areas.

PRIMARY POSITION RESPONSIBILITIES:

1. Develops, implements, oversees and assesses vision and operational resources in Dining Services including financial resources, budget, policies, and procedures; short- and long-term action plans.
2. Supervision including plan, assign, and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty.
3. Ensures compliance with University policies, state and federal laws and regulations, industry standards and terms and conditions of contracts.
4. Develops and maintains relationships to promote and develop the unit mission and strategies including development of support services and programs for students, parents and the campus community to provide information that assists them with short and long-term decision making.
5. Oversee collaborative, internal and external relationships that develop and enhance student service focused departments and programs.
6. Provides subject matter expertise, including education and communication to inform and align the fulfillment of the mission and strategy of the university, division, and department.
7. Serves as a member of the leadership team for the University Housing and Dining Services department.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department



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- Direct team
- Student/Parents
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by department leadership, division and university strategy, mission, and vision; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Monitors, informs, reports, reconciles, and/or moves funds within budgets. Drafts/develops budgets, approves within budgets, and approves budget exceptions.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:

Bachelor's degree and 10 years in field related to assigned responsibilities, or culinary degree with 10 years of experience leading and managing a complex commercial or institutional food service program.

5 years of experience leading and managing a complex commercial or institutional food service operation.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.