

| Job Level | Food Service Manager | Management Level I |
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| Problem Solving | <ul style="list-style-type: none"> * The Food Service Manager is responsible for daily operations of The Foundry dining center, which includes a full-service all-you-care-to-eat operation with a variety of interactive venues * The Food Service Manager is responsible for risk management to assure safety, sanitation, and accident prevention for daily operations. This position ensures quality and quantity of meals produced, control food cost through effective and efficient procurement and inventory controls, and accurate ordering and receiving of goods using an electronic menu management system. | <ul style="list-style-type: none"> ▪ Teams work within prescribed rules, guidelines, and policies and work is often transactional/ routine/cyclical in nature. |
| Interaction/ Communication | <ul style="list-style-type: none"> * Serve as a mentor and role model to direct reports in relation to performance expectations, professional development, and staff development and leadership * Lead problem solving efforts by consulting with colleagues when personnel issues arise related to facilities operations or emergency response spanning multiple department or work areas. * Coordinate interdepartmental efforts with Residential Dining Services, HDSFacilities, and Facilities Management to maintain the safety of the staff, facility, equipment, and cleanliness of the dining center. | <ul style="list-style-type: none"> ▪ Adapts communication styles to differing audiences. |
| University Impact | <ul style="list-style-type: none"> * Attend assigned meetings and training sessions while passing appropriate tests, as applicable (e.g., Departmental, ServeSafe, HACCP, allergy training, new employee training). * Delegated authority to assume full responsibility for The Foundry dining center operations and staff in the absence of the General Manager. * Direct and oversee food production and service, inclusive of personnel management of full-time, part-time, and student staff, determining food production quantities, evaluating and adjusting food production to assure quality standards are met, addressing customer complaints, and assuring all food safety standards are complied with to reduce risk to customers and staff. | <ul style="list-style-type: none"> ▪ Department/unit focused. ▪ Work provided by the team has short-term (within one year) impact by nature. ▪ Directs the application or existing principles. |
| Financial/ Budget Responsibility | <ul style="list-style-type: none"> * Execute financial commitments by analyzing, calculating, drafting, and auditing an annual budget. * Make logical decisions to stay within established budget using documentation that includes labor analysis, monthly summary report, and cost over production. | <ul style="list-style-type: none"> ▪ Takes action to monitor costs of work team. ▪ May contribute to the department's fiscal management. |
| People Management | <ul style="list-style-type: none"> * Responsible for personnel management of 7 full-time state classified direct reports, which includes interviewing, making hiring recommendations, evaluating performance based on job duties to determine merit, and creating and championing discipline recommendations. * Responsible for personnel management of 150 student and non-student hourly staff, which includes interviewing, making hiring decisions, determining pay increases and promotions based on work performance, disciplining poor performance and behavior, and evaluating work performance to determine merit. * Directs and oversees a student management team of 30, including student managers, work leaders, and trainers, by interviewing, making hiring decisions, evaluating performance, and mentoring student managers. | <ul style="list-style-type: none"> ▪ Manages teams typically comprised of technical / administrative support roles that are homogeneous in nature. ▪ May have people management responsibility for pay reviews, performance management, and resource planning. |