The University of Akron **Classification Specification**

Job Title: Supv Dining Services Job Code: 42501

Job Function: Staff Grade: 117

Job Family:ClassifiedFLSA:Non-ExemptSOC Description:2000 Finance / Accounting DivisionDate:7/12;1/04;7/1/99

Job Summary:

Supervise a high volume food service operation while providing a quality dining experience to patrons.

Essential Functions:

65% Oversee facility set-up and clean-up, alcohol inventory and service, and performance of wait staff.

20% Train, schedule and discipline of student employees.

15% Maintain sanitary levels for the dining room, kitchen and overall facility. Assist in organizing and planning special events or functions. Secure the dining area while maintaining a safe environment. Check and maintain correct accounting procedures pertaining to money collection and recording. Observe all activities in the area to assist with any problems that may arise.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Serve Safe Sanitation Certificate.

Experience:

Requires a minimum of 2 years experience providing dining services and performing supervisory duties. Food presentation skills required. Ability to adapt to changes, be creative and work independently and as a team member required. Strong communication skills required. Basic math abilities and knowledge of proper food sanitation procedure required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.