

The University of Akron
Classification Specification

Job Title:	General Mgr Food Services	Job Code:	42552
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	1/04; 9/00; 7/99

Job Summary:

Manage a multifaceted dining service operation or oversee the total operation of a large dining service operation by planning daily operations/special events, scheduling staff, ordering food and estimating food/labor costs.

Essential Functions:

- 30% Develop and manage budget and financial results through sales and marketing efforts coupled with cost control.
- 30% Organize and structure the management and control of operations through the scheduling and supervision of managers, chefs and food service supervisors.
- 20% Coordinate with customers and/or departments to organize and plan events and programs to meet the customer needs.
- 15% Manage all aspects of the operation to comply with health department and safety department requirements.
- 5% Provide resolutions to questions or conflicts with the work group.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

Serve Safe Sanitation Certificate.

Experience:

Requires a minimum of 6 years experience in high volume catering and/or food service environment. Knowledge of inventory control, food and labor cost control, and customer service required. Ability to work a flexible schedule, supervise employees and staff a catered event required.

Leadership:

Direct supervision as a first-line supervisor over exempt staff (and non-exempt staff, if applicable).

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 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.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.