Job Description: Under the direction of the Cal State L.A. Food Service Director, the incumbent will: organize, supervise, direct, and execute all aspects of the Housing Dining Commons meal plan including: contract compliance, kitchen production, front house operations and customer service. The key mission of this position is to enhance the residential meal plan growth including: program quality, student experience, program image and future program growth. Meal plan participation currently is 300-400 daily.

Essential Duties and Responsibilities:

- The Residential Dining Manager is responsible for all phases of production for the Dining Commons. The incumbent must be able to manage and supervise all production personnel in Residential Dining Commons.
- Work Closely with Housing Services Personnel in management of dining program contract and operations including membership on the Housing Dining Environment Committee.
- Serve as promoter and facilitator of positive public relations with Housing staff, students and campus community.
- Ability to handle all necessary administrative tasks that are required in order to comply with policies and procedures.
- In collaboration with chefs, develops implements and maintains quarterly (semester in F’16) menu cycle based on nutritional and dietary needs including vegetarian, vegan and special diets.
- Develops, implements and maintains systems to monitor and control food and labor cost. This includes but is not limited to menu analysis, ordering, and receiving procedures, portions control and scheduling.
- Develops implements and maintains a system of staff scheduling that makes the best and most efficient use of staff while keeping within budgetary guidelines.
- Control costs to budgeted levels.
- Work with assigned nutritional staff to post mandatory nutritional information.
- Prepare for Bi-Weekly meetings with Food Service Director
- Identify and solve problems relating to production techniques, policies, procedures and customer service.
- Adhere to dining services contract including but not limited to: menu, operating hours, staffing, health codes, and food presentation.
- Other duties may be assigned.

Physical Demands:
While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle of feel; reach with hands and arms; balance; stoop, kneel or crouch; talk or hear; taste or smell. The incumbent might be required to lift and/or move up to 40 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:
While performing the duties of this job, the incumbent is frequently exposed to moving mechanical parts and fumes or airborne particles. The incumbent is frequently exposed to extreme heat. The noise level in the work environment is usually moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Qualifications & Experience: A B.S. degree in related field. University Dining Management preferred with Restaurant and/or catering experience of 5 years or more. A solid background in campus dining experience is recommended. Incumbent must have excellent written and verbal communication skills. Proficient in Microsoft office platforms- Word and excel. Strong presentation skills and ability to present to a group. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Review of applications/resumes will begin June 19, 2015 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS Employment Application is required. You
may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State L.A. University Auxiliary Services, Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032 - 8534.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/univ/uas/hrmformtemp.php