Director, Campus Dining

Department: Campus Dining
Recruitment #: S1627
Closing Date: Review of applications begins May 23, 2016. Position open until filled.

This is a full-time, 12-month, annually renewable, unclassified position in Campus Dining at Western Oregon University in Monmouth. Campus Dining provides quality foodservice to the university campus and is dedicated to its customers' satisfaction. Campus Dining serves meals to campus residents, operates retail outlets for cash sales, caters campus functions, and provides concessions at the stadium and Fine Arts events.

MINIMUM QUALIFICATIONS

• Bachelor's degree
• Minimum of 5 years of experience in food services at an assistant or director level
• Strong budget and fiscal management skills

Preferred Qualifications:

• Additional nutrition or culinary training
• Experience working in a college foodservice environment

**A criminal background check will be required as a condition of employment**

DUTIES AND RESPONSIBILITIES

• Schedule all conference groups served in Valsetz; Prepare billing information at the end of the conference; Assist with posting additional signage needed for conference groups
• Responsible for the Dining Access Computer Network POS system and the food inventory and recipe software program; Define meal plans for all campus groups, including resident students, Wolf Bonus Accounts, Campus Department Charges, campus athletic teams and campus conference groups
• Prepare and monitor the $4,881,000 budget for both Residential and Retail Dining operations
• Directly supervise 1 classified and 2 unclassified positions; indirectly responsible for 15 classified employees through subordinate supervisors, and 150 student employees
• Purchase major and minor equipment and uniforms for the department; Involved with all dining facilities' renovations and plans for future improvements
• Responsible for petty cash used for cash tills in Valsetz and Retail Dining
• Serve as Valsetz Dining Hall Building Manager; Schedule building maintenance, custodial, and equipment maintenance
• Responsible for the Housing and Dining student payroll and software; Involved with hiring of all permanent staff; Approve proposals for additional staff before proceeding to the next approval level
• Assist managers with inventory control and menu development; Work with managers in setting operating hours for the restaurants
• Meet with customers and employees as needed, dealing with compliments, concerns, and special requests

Working Conditions:

• Working hours may vary and occasional evening or weekend work is required.

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):

1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application that addresses each qualification of the position
3) Resume
4) Contact information for three references
5) Unofficial copy of transcript for highest degree earned

Send to: S1627, Director, Campus Dining, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.