Job Title: Dining Hall Manager

BCAT Code: 09NX72  Effective Date: June 1, 2011
Pay Grade: G14   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Administers and manages the residential dining facility, such as the operational budget, policy development, health and sanitation standards, resource and facilities management and customer service.

Examples of Duties
- Meets regularly with the Facility and Events Manager to share and gather information.
- Develops, updates, and monitors food service policies.
- Assists in the design of the kitchen and service areas.
- Researches and procures new products, franchises, and services to meet the campus community needs.
- Approves purchases and reviews the monthly financial reports.
- Assists in the selection and development of menus in accordance with consumer tastes, nutritional needs, ease of preparation, and established procedures.
- Develops culinary training programs for food production employees.
- Serves as the culinary resource to promote quality food service.
- Oversees staff and supervisory staff, such as full-time and part-time staff and student workers.
- Stays up-to-date with market trends, customer preferences, and nutritional considerations.
- Adheres to and maintains appropriate internal controls, such as the budget and expenditures, payroll and personnel, property and equipment, the Spectrum system access.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of nutrition and dietary standards.
- Knowledge of large scale food production.
- Knowledge of codes, rules and regulations of the Hazard Analysis & Critical Control Point (HACCP), Occupational Safety and Health Administration (OSHA) and other food regulation.
- Excellent written and oral skills.
- Ability to provide direct independent supervision.
- Ability to plan, prepare, maintain, and monitor departmental budgets.
- Ability to manage confidential information.

Minimum GSU Hiring Standards
Bachelor’s degree in Food Services Management, Dietetics, Hospitality, Culinary Arts or a related field and three years of supervisory/management experience; or a combination of education and related experience. Must be ServSafe certified.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.