General Description
Under the direct supervision of the Director of PantherDining, Insourced Operations, this position works with all food service locations to coordinate food production as it relates to the automated production system. Establishes and maintains a consistent food cost report in all dining halls.

Examples of Duties
- Coordinates the automated food service system FoodPro in all food service locations.
- Maintains the FoodPro menu and nutritional information web site.
- Supervises all data input into the computer and all file maintenance for the FoodPro food service system, such as maintaining user profiles and network printer assignments.
- Communicates the update of product specifications, pricing, and contact information in the software program with the vendors.
- Responds to FoodPro problems in a unit; performs system troubleshooting tasks.
- Keeps the access levels updated.
- Works directly with management and Chefs in each unit to develop and update menus and recipes on an ongoing basis.
- Works directly with management and Chefs in methods of production and cost control, and advises them on the use of computer generated production sheets and reports.
- Trains unit managers in the areas of food production, food ordering, inventory and cost control.
- Coordinates with the unit managers and Chefs the daily food needs, the scheduling and pricing of banquets, special events, and special dinners in all food service locations.
- Coordinates the receipts of packing slips; monitors, controls, and records products in the FoodPro system; reviews the inventory; resolves inventory inconsistencies and makes adjustments with the unit.
- Trains and supervises hourly employees to enter data into the computer and oversee weekly system runs.
- Represents and promotes the interests and mission of Auxiliary and Support Services.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the food service environment.
- Knowledge of inventory control and accounting.
- Ability to solve both common and unusual problems.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience. Experience in the food service environment and inventory control preferred.

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.