General Description
Under the general direction of the Dining Hall Manager I, provides in-house food services and supervision, and assists with the coordination of everyday operations.

Examples of Duties
- Opens and closes the facility with duties such as cash verification, reconciliation of cash drawers, credit cards, PantherCash, cash disbursements, etc.
- Prepares runs, and analyzes daily and/or monthly reports.
- Prepares, posts, reviews, and adjusts schedules.
- Ensures and maintains an accurate point of sale (POS) system, inventory software reconciliation, and menu operations for daily sales and special events.
- Coordinates the everyday operations, support, and management of in-house operations in the assigned operations.
- Requisitions the necessary food, soft drinks, and supplies.
- Coordinates the facilities and equipment maintenance and repair services in the assigned areas of operations.
- Oversees the production, operations, sanitation, inventory, deliveries, quality, and quantity control, and record keeping for food services at the specified location.
- Assists the Dining Hall Manager I in ensuring that the actual monthly costs of food, labor, repairs, taxes, and other expenditures do not exceed the budget.
- Maintains the Serv-Safe certification, record keeping of the assigned staff, and all other certifications needed to perform the required work.
- Monitors the financial performance of the assigned operations, and adheres to the appropriate internal budgetary and expenditure protocols, and the applicable payroll and personnel policies.
- Represents and promotes the interests and mission of Auxiliary and Support Services in the assigned area of responsibility, in various meetings, and among a broad-based constituency.
- Maintains familiarity with the applicable federal, state, Board of Regents (BOR), and University laws and regulations.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of applicable federal, state, Board of Regents (BOR), and University laws and regulations.
- Knowledge of Serv-Safe and food related certification requirements.
- Effective customer service and organizational skills.
- Ability to communicate effectively both verbally and in writing.
- Ability to lift 50 pounds.

Minimum GSU Hiring Standards
Associate degree and two years of related experience; or a combination of education and related experience.

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.