

CLASSIFICATION SPECIFICATION

Conference Center and Food Services Manager II

FT/PT Class Code: 3053, 3553 Pay Grade: B/C 18 FLSA: Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for managing the Conference Centers, Cafeterias, and Catering services at two campus locations.

NATURE AND SCOPE:

An incumbent is responsible for the overall operation, budgeting, and development of all aspects of the conference centers, cafeterias, and catering services at two campus locations. In addition, an incumbent is responsible for the administration, accounting, and monitoring of incoming revenues of these profit centers.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Oversees the operation, budgeting and development of all aspects of the Conference Center at two campus locations, including the supervision of staff, contracts, billing, planning, scheduling, inquiries, room set-up, etc.
2. Oversees the operation, budgeting and development of all aspects of the Cafeteria at two campus locations, including supervision of staff, deposits, billing, planning, inventory control, food-cost control and labor-cost control. Monitors the food safety and sanitation of the Cafeteria at the two locations.
3. Oversees the operation, budgeting and development of all aspects of Catering Services at two campus locations, including supervision of staff, contracts, billing, menu planning, inquiries, profit analysis, and scheduling.
4. Monitors incoming revenues to ensure payroll and other expenses are met and ensures that College accounting procedures are followed by staff.
5. Coordinates the implementation of all services required on statewide multi-campus facility use contractual agreements initiated at the Office of the President. Ensures contractual obligations are met. Develops additional campus wide contractual agreements with companies, trade associations, and government agencies for facilities and services based on resource availability.
6. Plans, organizes, develops and implements office strategies and procedures to improve the overall effectiveness of operations and customer service in the Cafeterias and/or Conference Centers.
7. Trains, supervises and evaluates subordinates.
8. Recommends applicants for hiring.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College operations, policies, practices, and procedures.
- ◇ Knowledge of budgeting and accounting principles and practices.
- ◇ Knowledge of procurement and inventory controls.
- ◇ Knowledge of spreadsheet, database management, and financial management computer software.
- ◇ Knowledge of the principles of working with profit center operations.
- ◇ Knowledge of food services principles and practices including safety, sanitation, and HACCP (Hazard Analysis Critical Control Point).
- ◇ Strong writing and interpersonal skills.
- ◇ Strong organizational and analytical skills.
- ◇ Ability to oversee, train, and evaluate support employees.
- ◇ Ability to effectively communicate.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field.
- ◇ Four (4) years of relevant experience, including supervision; or equivalent additional years of education.
- ◇ Possession of or eligibility for a Food Service Sanitation Certification at the time of application and during employment in this position.