

## HUMAN RESOURCES

<b>Position Title:</b>	Dining Services Assistant Manager
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	51800 - Dining Overhead
<b>Advertised Salary:</b>	\$40-45,000 Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
<b>FLSA:</b>	Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	N/A
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	Just Cause
<b>Summary of Position:</b>	Assists in coordinating and supervising the Dining Services activities for an assigned unit(s). Assists in the management of the unit(s).
<b>Position Type:</b>	Staff
<b>Required Education:</b>	High School diploma or GED
<b>Required Work Experience:</b>	Five years of food service experience.
<b>Required Licenses and Certifications:</b>	
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Bending</li> <li>• Carrying</li> <li>• Electrical Hazards</li> <li>• Moving</li> <li>• Reaching</li> <li>• Sitting</li> <li>• Twisting</li> <li>• Lifting</li> <li>• Pulling/Pushing</li> <li>• Repetitive Movement</li> <li>• Standing</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	Associate's degree preferred. Culinary experience preferred.

	<p>Recent supervisory experience preferred.</p> <p>ServSafe certification.</p>
<b>Essential Duties/Responsibilities:</b>	<p>Monitor the production of meals served to ensure quality product and service.</p> <p>Ensure adherence to established standards of sanitation, safety and cleanliness.</p> <p>Train and supervise unit employees in their characteristic duties.</p> <p>Monitor equipment performance and repair or arrange for repair as appropriate.</p> <p>Maintain current knowledge of policies, procedures, and bargaining unit agreements and implement them as appropriate.</p> <p>Promote customer service awareness.</p> <p>Prepare and maintain all necessary student records.</p> <p>Resolve problems arising on shift, including customer complaints, staffing, supply, scheduling, discipline, and student ID card problems.</p> <p>Set up for and monitor preparation and serving of special event meals.</p> <p>Prepare and maintain records and review reports.</p> <p>Attend departmental meetings and participate on established departmental committees as assigned.</p> <p>Ensure proper cash handling and deposit cash.</p> <p>Apply a working knowledge of first aid.</p> <p>Write recipes.</p> <p>Other duties as assigned.</p> <p>Carries out supervisory responsibilities in accordance with University policies and applicable laws.</p> <p>Reports to the unit Dining Services Manager.</p> <p>Responsible for maintaining the confidentiality of designated information.</p> <p>Supervises unit staff.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p>
<b>Marginal Duties/Responsibilities:</b>	
<b>Skills and Abilities:</b>	<p>Communicate effectively.</p> <p>Demonstrate knowledge of a variety of dining services operations and equipment.</p> <p>Plan and utilize materials and supplies effectively and economically.</p> <p>Solve problems and make on-the-spot decisions using good judgment.</p>

	Supervise and coordinate the work of others. Work nights, weekends, and/or holiday shifts. Possess a working knowledge of basic culinary methods and techniques.
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Resume</li> <li>• Cover Letter</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	
<b>Initial Application Review Date:</b>	October 17, 2022
<b>Open Until Position is Filled?:</b>	Yes
<b>Posting Close Date:</b>	
<b>Contact Information and EEO Statement:</b>	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at <a href="http://www.fsujobs.com">www.fsujobs.com</a>.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a>. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a>.</p>