

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT DIRECTOR, DINING SUPPORT SERVICES

Reports To: Designated Supervisor

UW Job Code: 3910

UW Job Family: 39 – Food Service Professional

SOC Code: 11-9051

FLSA: Exempt

Pay Grade: 25

Date: 5-1-14 (revised 5-1-21)

JOB PURPOSE:

Direct and/or perform Nutritional programs, food and nutrition service management systems, training, purchasing and other associated services that support food production.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide management and support for department training. Help develop and deliver training programs as needed.
- Direct the purchasing and receiving functions for dining services. Ensure items purchased meet department specifications and are received/delivered on time.
- Meet with diners who have special dietary or nutritional needs. Counsel them by providing dining recommendations.
- Monitor and keep internet-based access to nutritional data for food served in the Washakie Dining Center up to date. Collect nutrition and allergen information about food items used throughout dining services and enter the data into nutrition & food management software.
- Administer computerized food and nutrition services programs for daily purchasing needs, inventory costing and control, development, cost, and analysis of menu and recipes. Enter menus for all operations.
- Work with the university community and the UW daycare to collaborate on wellness programming, menu planning, and form partnerships to incorporate nutritional services into academia.
- Work with others to develop handouts and educational materials. Publish newsletters and keep the nutrition bulletin board updated.

SUPPLEMENTAL FUNCTIONS:

- Represent the Dining Services Director in their absence.
- Represent Dining Services when working on RLDS programs.

- Serve on committees and represent the unit at various meetings and events.
- Perform other duties as assigned.
- Serve on-call on a 24-hour rotational basis.

COMPETENCIES:

- Developing Organizational Talent
- Collaboration
- Service Orientation
- Technical/Professional Knowledge
- Quality Orientation
- Initiative
- Influence
- Independence

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in related field**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **Dietician/Nutritionist**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University rules and regulations.
- Nutrition and food safety.
- Project development, administration, and assessment.
- Contract language, processes, and procedures, including contract development and dissolution.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Policy development and modification.
- Community development and cultural outreach procedures and processes.
- Student counseling techniques and issues.
- Cost analysis techniques.
- Customer service principles, techniques, systems, and standards.
- Desktop publishing software and applications, including processes, procedures and techniques.
- Conflict resolution and crisis management techniques.
- Data collection for reports, statistical and market analysis.
- Management and supervisory techniques and theory.

Skills and Abilities to:

- Assess program needs/outcomes and develop new or enhance existing programs to meet division, department, and University goals and objectives.
- Effectively resolve problems.
- Effectively communicate both verbally and in writing.
- Effectively supervise staff and students.
- Successfully prepare and administer budgets.
- Manage time effectively.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Organize resources and establish priorities.
- Work effectively with a wide range of constituencies in a diverse community.
- Develop, plan, and implement short- and long-range goals.
- Communicate effectively, both orally and in writing.
- Foster a cooperative work environment.
- Develop and maintain recordkeeping systems and procedures.
- Work evenings, weekends, and serve 24-hour on-call on a rotational basis.

WORKING CONDITIONS:

Housing/residence hall/office environment; regular noise exposure; occasionally subject to fire hazards or temperature changes; some exposure to dangerous situations from domestic, suicidal, or other resident disturbances. Occasional travel.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.