Position Announcement for

**Assistant Unit Manager**
(two positions available)

Full-time positions to assist the unit director in planning, organizing and directing the activities of Derby Dining Center by coordinating (1) customer service to provide prompt, courteous and efficient meal service, (2) custodial service to provide neat, clean and sanitary dining facilities for hall residents and guests, and (3) food production support.

**General Information:** One position is a term position through June 30, 2013, with work hours 11:30 a.m.-8:30 p.m. The other position is a regular position with work hours 6:30 a.m.-3:30 p.m. Both positions are benefits eligible.

**Duties and Responsibilities:**
- Direct and coordinate service and sanitation activities for Derby Dining Center. Coordinate work of customer service and custodial staff in order to ensure prompt, courteous efficient service in a facility that projects a neat, clean and sanitary appearance. Establish quality standards for all jobs in the service and sanitation area. Establish standards for personnel performance and customer service. *Note: The regular Assistant Unit Manager position will also be responsible for coordinating marketing activities for Derby Dining Center.*

- Coordinate and communicate with production and service personnel regarding food preparation methods, portion sizes and presentation of food to ensure that food is prepared and presented in an acceptable manner. Serves in a management production role when production dietitians are off.

- Review menu, service and sanitation schedules to make decisions concerning inventory requirements, staffing requirements, work procedures, and duty assignments, considering budgetary limitations and time constraints. Monitor closely hourly student employee work schedules and student performance to assure both efficient and effective use of labor.

- Solicit and evaluate customer feedback; investigate and resolve complaints regarding food quality, service or cleanliness. Evaluate continually to determine if food, service and cleanliness comply with established quality standards for food, sanitation, safety, and service. Monitor compliance with health and fire regulations.

- Organize, direct, and/or deliver formal and informal student and classified staff training; evaluate effectiveness of training programs and continually make changes as needed. Resolve personnel problems, hire student staff, and evaluate employee performance.

- Review work procedures and operational problems to determine ways to improve service, performance, or safety. Monitor budgets and expenditures for supplies, commodities, and human resources, ensuring that materials, labor and equipment are used efficiently and effectively.

**Qualifications:** Requires Bachelor of Science degree in Hospitality Management or Dietetics and one year supervisory experience in the university dining segment to include experience supervising and scheduling part-time employees; demonstrated proficiency in the use of various computer software including Word, Excel, and email; experience using a computerized menu management system; experience ordering food and supplies. Prefer experience using Computrition® Menu Management System and experience supervising and scheduling student employees.
Deadline: Screening will begin Wednesday, October 10, 2012, and continue until the positions are filled.

To Apply: Interested persons should submit a letter of application specifying which position(s) for which you wish to apply; resume; names, addresses and telephone numbers of three professional references; and transcripts verifying degree to: Marlene Kunze Dolan, Business Operations Manager, Department of Housing and Dining Services, 104 Pittman, Kansas State University, Manhattan, KS 66506 or email to mkd@ksu.edu.

Inquiries: Questions about the duties of this position should be directed to Mr. Mark Edwards, Unit Director, Derby Dining Center, telephone 785-532-6489 or email medwards@ksu.edu.

KSU is an equal opportunity employer and actively seeks diversity among its employees. 
Background check is required.