

 <b>Food Service and Dietary</b> <b>University of Kansas Job Title Definitions</b>		
<b>Job Family Definition:</b> Provide services relating to food preparation and delivery as well as health guidance regarding nutrition.		
Proposed Title	Description	Minimum Qualifications
Dining Systems Administrator A-10 (\$47,993 - \$71,240)  Job Code: 000443	Oversees multiple dining systems and supervises staff for procurement, inventory, menu management and storerooms. Sets policies and handles contracts for dining systems. Manages vendor relations, contract management, financial data, sustainability of products, and related research.	Bachelor's Degree in Dietetics, Nutrition, Business Management, Hospitality Management, or related field. Five years of experience in a commercial/institutional/collegiate food service environment. ServSafe certification required within six months of hire.
Dining Manager Sr A-09 (\$41,299 - \$61,948)  Job Code: 000442	Manages multiple residential dining and/or retail facilities. Oversees day-to-day operations of the University's various dining facilities to ensure that state, University, and internal department standards are met. Maintains set budgetary guidelines for all units. Manages facilities and employees to provide exceptional service to student patrons and guests; ensures food quality and proper presentation in a clean, inviting, and safe environment. Serves in leadership role in the absence of Assistant Director for Residential Dining.	High school diploma or GED equivalent required; five years of experience in a commercial/institutional/collegiate food service environment. One year of supervisory experience. ServSafe certification required within six months of hire.
Dining Manager A-08 (\$36,710 - \$55,065)  Job Code: 000441	Manages the operation of one of KU's residential dining facilities. Oversees day-to-day operations of the University's various dining facilities to ensure that state, University, and internal department standards are met. Responsible for maintaining set budgetary guidelines for the unit. Manages facilities and employees to provide exceptional service to student patrons and guests; ensures food quality and proper presentation in a clean, inviting, and safe environment.	High school diploma or GED equivalent required; three years of experience in a commercial/institutional/collegiate food service environment. One year of supervisory experience. ServSafe certification required within six months of hire.
Dietitian A-09 (\$41,299 - \$61,948)  Job Code: 000440	Promotes nutrition programs and food safety information to students, faculty, and staff. Inspects facilities for proper sanitation practices related to food storage/prep and service. Tests and calculates nutritional values of recipes. Provides employee training including orientation sessions and educational seminars. Facilitates recertification and exam process for ServSafe program. Researches and informs management on developments in the areas of nutrition, dietary issues and the foodservice industry, particularly upcoming CDC and FDA changes. Plans and coordinates nutrition education programs and materials for dining locations.	Bachelor's degree in Dietetics, Food Service Management, Hospitality Management, Nutrition Education, or related field required. Three years of experience as a Dietitian or Nutritionist. Registered as a Dietitian by the Academy of Nutrition & Dietetics. ServSafe certifications.

<p>Menu Planning/Purchasing Specialist A-08 (\$36,710 - \$55,065) Job Code: 000446</p>	<p>Enters new or revises existing recipes for all dining units, procures menu items and special event recipe ingredients, and performs product testing. Works with vendors to source new food items and creates reports for budget review and recipe/menu costing. Observes and monitors inventories within residential dining units for adherence to set guidelines for proper storage, food cost, and quality controls.</p>	<p>Bachelor's Degree in Dietetics, Nutrition, Business Management, Hospitality Management, or related field. Three years of experience in menu planning, food purchasing or a related field.</p>
<p>Caterer A-08 (\$36,710 - \$55,065) Job Code: 000439</p>	<p>Oversees catering and supervises staff for events including: preparation, event set-up, dining, and tear-down. Completes proper paperwork to facilitate efficiency and communication within the department. Consults with clients concerning event requirements.</p>	<p>High school diploma or GED equivalent. One year of experience in a catering/hotel/restaurant food service environment. ServSafe certification required.</p>
<p>Food Service Supervisor Sr A-06 (\$29,597 - \$42,916) Job Code: 000445</p>	<p>Supervises all food service/culinary staff in the proper preparation and service of food in KU residential or other campus dining facilities. Serves as lead supervisor. Oversees menu development, procurement, recipes, staff training and scheduling. Oversees/ensure adherence to set guidelines for proper food safety and sanitation practices in the work areas, kitchen, and dining room. Serves in leadership role in absence of dining manager.</p>	<p>High school diploma or GED equivalent. Five years of experience in a commercial/institutional/collegiate food service environment. One year supervisory experience. ServSafe certification required.</p>
<p>Food Service Supervisor A-05 (\$26,309 - \$38,148) Job Code: 000444</p>	<p>Oversees food service workers in the preparation and serving of food in a KU residential or other campus dining facility. Oversees the clean-up and sanitation of the work area, kitchen and dining room. May prepare and cook food.</p>	<p>High school diploma or GED equivalent. Three years of experience in a commercial/institutional food service environment. Six months supervisory experience. ServSafe certification required.</p>
<p>Food Service Worker A-04 (\$24,000 - \$34,181) Job Code: KU1021</p>	<p>Prepares and serves food in KU residential or other campus dining facilities. Performs routine clean-up associated with meal production. Sanitizes equipment and food preparation areas. Stocks and sets up serving area. Operates standard cooking equipment such as mixing machines, steam cookers, scales, toasters, food choppers, and a variety of ovens and stoves.</p>	<p>None required.</p>