

VACANCY ANNOUNCEMENT

Dining Manager, C-Store

Deadline: Thursday January 31, 2019

\$3,241 - \$4,550/mo. (\$18.18 - \$25.45/hr) Pay rate within the range depends on experience. This is a full-time position in the **University Center's HSU Dining Services** with excellent benefits including health, dental, and vision insurance; paid vacation and sick leave, and CalPERS retirement.

About: HSU Dining Services provides all aspects of culinary services for the campus community. Operations include a full-service, seven days per week dining facility for resident students, a variety of cafes, marketplaces and food court options, and an extensive range of catering services. Dining Services Convenience store operations provides the campus community with food options 7 days a week during the year. For additional information about HSU Dining Services and its locations, please visit <https://dining.humboldt.edu/>.

Position Summary: The Dining Manager – C-Store, along with the Assistant Director – Retail/C-Stores, is responsible for the operational activities of the assigned convenience store(s). Primary responsibilities include supervising employees including cashiers, maintaining high-quality standards in regards to food safety and sanitation, and providing appropriate training to staff. The manager monitors financial records to ensure that the unit is operated efficiently and within budget constraint. This position orders product, assigns categories, oversees product placement and inventory counts; ensures the cleanliness of the store; ensures workplace safety; provides excellent customer service to the HSU community; and promotes a successful college convenience store.

Duties: The C-Store Dining Manager is responsible for, but not limited to, the following:

- Assist in interviewing, hiring, training and coaching employees
- Oversee front of the house operations including: sanitation, cleaning, stocking, food presentation, equipment maintenance, safe food handling, and assist in developing new food handling, sanitation procedures and staff compliance
- Receive products and merchandise from suppliers ensuring accuracy and reporting any errors
- Place orders for products and merchandise from suppliers in a timely manner using active communication with production staff and vendors concerning product quality, delivery schedules and production levels
- Open and Close stores by unlocking/locking all door, setting security system alarms, providing change funds to cashiers and that store is properly prepared when opening and secured when closing
- Oversee cashier and cash register operations by providing training to cashiers, ensuring adequate receipts and change funds are available and operating cash registers as needed
- Oversee kitchen and food production and ensure that food products are well presented and kept at proper temperatures
- Maintain presentation of the store by tasking staff to systematic cleaning of equipment, product displays and customer seating areas
- Maintain excellent customer service by receiving and responding to customer comments and complaints and provide employees with customer service training.
- Conduct and coordinate monthly physical inventory account by adhering to the inventory count timeline
- Maintain knowledge on the best sustainable practices and actively coach employees on sustainable practices to make the campus more environmentally friendly
- Assist with food preparation, serving, cashiering, and catering duties as needed
- Participate in campus safety and emergency activities and maintain knowledge of emergency procedures and policies.

- Oversee that proper procedures are utilized for all financial transactions and follow company policies with regards to receipts and invoices

Minimum Qualifications: *Education & Experience:* High school diploma or equivalent. Must have at least five years of commercial foodservice experience, primarily in the supervisory and management capacity.

Knowledge, Skills and Abilities: Knowledge of safe food handling and sanitation practices. Must obtain and keep current ServSafe Food Protection Manager Certification within 60 days of employment. Experience in food service industry activities, practices and equipment. Knowledge of allergen practices and procedures. Working knowledge of Cash Registers / POS systems. Ability to work effectively in a climate characterized by heavy traffic loads, shifting priorities, and the need to balance multiple tasks. Ease in dealing with a diverse population, including faculty, staff, students, and the general public. Must be able to apply and interpret policies and procedures. Ability to communicate effectively both verbally and in writing. Ability to maintain cooperative working relationships in a team-oriented environment. Knowledge of computing software programs including word processing and spreadsheets. Ability to plan, organize, and coordinate numerous diverse activities. Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

Physical Requirements: Ability to stand for prolonged periods, reach, lift, bend, kneel, stoop, climb, push and pull items. Physical agility critical to perform essential job functions. Must have manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; clear verbal communication, listening, Strength and mobility to lift and carry items up to 50 pounds. Have average physical agility abilities. Able to work extended shifts.

Special Conditions of Employment: Ability to work a flexible schedule including evenings and weekends. Must possess ServSafe certificate or equivalent. Speak, read, write, and understand English. Occasional layoff due to lack of work; these periods generally fall on semester breaks and summer session. Strong customer service orientation. Valid California Driver's License and a driving record acceptable to our insurance underwriters. Willingness to comply with proper grooming standards and present a professional appearance.

Application Procedure: Applicants should submit a *cover letter of interest*, [University Center Employment Application](#) available from <http://www2.humboldt.edu/uc/job-vacancies>, *resume*, and *contact information* of at least *three professional references*. **Application materials that do not include the [University Center Employment Application](#) will not be considered.**

Application packets can be mailed, e-mailed, faxed, or hand-delivered:

Search Committee
University Center, HSU
1 Harpst Street
Arcata, CA 95521
E-mail: univctrjobs@humboldt.edu
FAX: 707-826-4412

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed materials will not be considered for vacancies.

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check and employment verification) must be completed satisfactorily before any candidate can be offered a position with the University Center. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current University Center employees who apply for the position.

The University Center is an Equal Opportunity/Title IX employer, and hires only individuals authorized to work in the United States. This is NOT a State position.