

Food Service Manager (5234U), Berkeley Dining - 71818
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243333>

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Posted Aug. 19, 2024, set to expire Dec. 15, 2024

Job Title	Food Service Manager (5234U), Berkeley Dining - 71818
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Dining Services
Apply Online Here	https://apptrkr.com/5541742

Apply By Email

Job Description

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Food Service Manager (5234U), Berkeley Dining - 71818

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focusing on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, stadium concession, training table, early childhood education meal production and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day employing 450 full and part time staff and approximately 400 Cal student workers across multiple locations.

Position Summary

Involves all aspects of food service operations, including preparation, serving and presentation of food and beverages; dining and serving area set up; cleaning of the facilities, equipment and tableware; greeting customers, checking meal cards and executing transactions.

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The Supervisor reports to a General Manager or Manager responsible for residential dining, retail, concessions and/or catering within Berkeley Dining. This position supervises front line staff in food preparation, service, cleaning and maintenance. Responsible for achieving short term and long-term goals of the organization. Supervision is needed to open/close unit, supervise employees and ensure that daily operational responsibilities are completed. Maintains quality customer service, assists in inventory, ordering, scheduling and general maintenance. Assists manager in merchandizing menu items, taking weekly inventories and analyzing reports to ensure accurate financial controls. Adjusts labor schedules with manager and assist in the evaluation of career employees.

Application Review Date

The First Review Date for this job is: 08/30/2024.

Responsibilities

- Oversees activities of employees who operate and maintain kitchens, cafeterias, luncheon counters, and restaurants for in-house service in support of residential dining, retail, concessions and/or catering.
- Directs employees to complete services using established food safety guidelines, procedures and quality control.
- Assigns tasks, checks work areas at frequent intervals, and maintains schedules.
- Oversees direction of employees to complete services using established food safety guidelines, procedures and quality control.
- Recognizes and acknowledges outstanding staff performance.
- Responsible for overall maintenance, appearance, sanitation of equipment and facility operation.
- Manage maintenance and preventative maintenance schedule.
- Oversees assignment of tasks, checks work areas at frequent intervals, and maintains schedules.
- Adjust staffing and work assignments to match service volume.
- Audits and ensures compliance of food prep to QA standards and safety/security related to handling and preparation of food.
- Responsible for merchandise security and loss prevention.
- Develops and maintains exceptional customer service standards.
- Participates in ongoing customer service programs.
- Ensures compliance with cash and payment handling policies and procedures.
- Assists Functional unit as needed, completing special projects as assigned.
- May be required to operate a campus vehicle to transport products across campus to other dining units.

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Required Qualifications

- Working knowledge in food service and sanitation regulations.
- Working verbal and written communication skills in the English language, including active listening, dynamic flexibility, critical thinking, and ability to multi-task and ensure productive time management.
- Working knowledge to make appropriate decisions, reasoning skills, ability to develop original ideas to solve problems, and conduct basic operations analysis and quality control analysis.
- Working skills to provide effective interpersonal and work supervision guidance to other personnel
- Excellent customer service skills, which include: ability to take customer requests in customer-friendly manner and follow through & answer inquiries from customers.
- Basic computer application skills.
- Knowledgeable of production and point of sale equipment.
- High school diploma or equivalent certification/experience.
- Lead/supervisory experience, preferably in food service industry.

IIPP Statement:

- Provides health and safety training, guidance on safe work practices, provides proper equipment, observes work practices and correct methods, and investigates accidents. Works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

Preferred Qualifications

- Prior experience in high-volume dining, including University settings, hospitals, or assisted living facilities
- ServSafe Certification certification.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the

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University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The full pay scale for this classification is \$56,200.00 - \$95,000.00. The budgeted salary range that the University reasonably expects to pay for this position is \$60,000.00 - \$72,600.00.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- A valid driver's license and DMV check for driving record is required.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

- This is not a visa opportunity.

Conviction History Background

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This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

https://apptrkr.com/get_redirect.php?id=5541742&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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