

Assistant General Manager (5235U), Berkeley Dining -
75433
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252183>

Downloaded On: Jan. 30, 2025 9:14am

Posted Jan. 27, 2025, set to expire May 14, 2025

Job Title	Assistant General Manager (5235U), Berkeley Dining - 75433
Department	Berkeley Dining
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Finance/Investment Management Dining Services
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Job Description

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Assistant General Manager (5235U), Berkeley Dining - 75433

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.

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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 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.

Application Review Date

The First Review Date for this job is: January 22, 2025

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Responsibilities

Human Resource and Fiscal Management

- Develop schedules and set staffing levels to meet business needs while managing labor costs effectively.
- Closely oversee the day-to-day activities of employees who operate and maintain food production and service areas; adjust labor schedules and work assignments to match production volume.
- Train and direct employees in the preparation and service of meals using established food safety guidelines, procedures, and quality control; assign tasks and check work areas at frequent intervals.
- Ensure staff have knowledge and understanding of event details, specifications, and client expectations.
- Maintain and follow appropriate personnel actions within the organization.
- Perform ongoing performance management and staff development, including: timely feedback, setting clear expectations, recognizing outstanding performance, supporting career development, training, and writing annual performance evaluations.
- Ensure compliance with collective bargaining agreements and personnel policies.
- Supervise and follow approved cash and payment handling policies and procedures.
- Purchase food products and supplies as needed for special events and catering.
- Conduct weekly inventories, making adjustments as necessary to maintain accurate budget information and precise accounting of food and non-food items.
- Maintain and oversee the repair of food production equipment.
- Keep food, labor, and supply costs within budgetary requirements.
- Ensure compliance with cash and payment handling policies and procedures.

Food Production

- Spend a portion of time performing individual tasks related to food service operations such as set-up/break-down, cleaning, and serving.
- Prepare and assist in the production of menu items following department recipes in accordance with departmental policies and procedures.
- Audit, train, and ensure staff adherence to: quality control; Hazard Analysis and Critical Control Points principles of food preparation, safety, and sanitation; all food service health, safety, nutritional, recipe policies, and guidelines to ensure the highest quality product is served to the customer.
- Manage the maintenance and cleanliness of the food production areas, including the kitchen, service areas, storage areas, receiving, dock, and trash areas.

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- Identify and resolve a wide range of quality assurance issues in creative and imaginative ways.
- Merchandise food as required for the location.
- Practice good stewardship with university and customer resources.
- Assist functional units as needed; operate a campus vehicle for deliveries or other tasks.

Customer Service

- Maintain exceptional customer service standards; ensure superior service during all on-site and off-site catered events.
- Meet and exceed customer service expectations by anticipating needs and addressing issues.
- Participate in ongoing customer service programs, including personal interaction with customers and responding to customer comments.
- Maintain positive client relationships and exhibit a cheerful and helpful attitude.
- Plan, organize, and manage a variety of special events from set-up to clean-up, both on-site and off-site as needed.
- Accommodate last-minute requests efficiently and courteously.
- Ensure deadlines are met for service and event schedules.

Other Duties as Assigned and Professional Development

- Perform additional tasks as required and engage in opportunities for professional growth.

Required Qualifications

- Strong knowledge in food service and sanitation regulations.
- Strong verbal and written communication in the English language, including active listening, dynamic flexibility, and critical thinking, and ability to multi-task and ensure effective time management.
- Strong decision making and reasoning skills, and ability to develop original ideas to solve problems, and perform operations analysis and quality control analysis.
- Effective interpersonal and work supervision skills to provide guidance to other personnel.
- Intermediate computer applications skills.
- Ability to work evenings, weekends and holidays as needed
- Lead/supervisory experience, preferably in foodservice industry.
- Experienced with cash handling in a retail or restaurant environment
- Knowledge and experience responding to customer service requests

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Education/Training:

- High school diploma or equivalent certification/experience.

Preferred Qualifications

- 2 years or more supervisory experience in food service or similar operation
- Exposure or education in sustainability and food security
- Ability to multitask and delegate to coordinate multiple events at one time
- Experience in a food service operation at college or university

Licenses/Certifications:

- TIPS Training
- ServSafe Certification or equivalent certification.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the 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 job classification is \$66,700.00 - \$116,500.00. The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$70,000.00 - \$79,500.00.
- This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This is an on-site position at the University of California, Berkeley.



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How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

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.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been

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subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

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 [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
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Contact

N/A

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