



Internal/External	External
Position Title	Food Safety Manager
TTC Title and Code	Food Safety Manager (DS027)
FTE	100%
Position Information	<p>Principal Work Location: UW-Stevens Point Main Campus, Debot</p> <p><u>Supervisor</u>: Michael Botwinski, Executive Chef</p>
University Staff Information	<p><u>Shift</u>: 8:00am-5:00pm, Monday-Friday. Extended hours as needed.</p>
Department	Dining and Summer Conferences
Department Description	<p>Dining and Summer Conferences (DSC) is a department within the Student Affairs Division and closely linked with the University Centers and Residential Living. DSC is under the direction of the Vice Chancellor of Student Affairs. DSC operates a comprehensive collegiate food service program delivering high quality, contemporary and innovative culinary services to meet the various needs of students, faculty, staff, and visitors. The department provides a resident dining program for approximately 2,000 + meal plan participants as well as a retail food court, convenience store, coffee shops, and full-service catering for the campus community of approximately 9,000 students and faculty/staff/visitors.</p> <p>DSC's Mission: As a student focused organization, Dining and Summer Conferences enhances the educational experience by creating sustainable meals and nourishing a diverse community. DSC's Vision: Dining and Summer Conferences seeks to bring diversity to the table through engaging the campus community with innovative hospitality.</p>
University Description	<p>Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit <a href="http://www.joinuwsp.org">www.joinuwsp.org</a> for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit <a href="http://www.EverythingPointsHere.com">www.EverythingPointsHere.com</a>.</p>
Position Summary	<p>Oversight and implementation of all meal management software programs associated with the Dining and Summer Conferences CBORD program. Assists students with dietary restrictions to navigate facilities for their daily dining needs. Serves as subject matter expert in all areas pertaining to dietary restrictions and food allergens, and ensures our menus are nutritionally balanced and meet students' desires and nutritional needs. Responsible for providing training and support to all dining staff members in the areas of allergens, dietary restrictions, nutrition, and food safety. Provides consultation to staff of DSC to address issues of menu development, product selection, education and marketing of nutrition information and special diet requests. Position is responsible for developing menus that meet the USDA CACFP programs requirements and maintaining all required</p>



Required Qualifications	<p>records for onsite daycare program. Performs duties necessary to provide nutritional services to staff, students, and customers, including providing individual consultations for medical nutrition therapy. The manager will be able and willing to work a variable schedule including, nights and weekends if required. Food Safety Manager reports to the Executive Chef of DSC.</p> <ul style="list-style-type: none"> <li>•Knowledge of multi-unit collegiate food service business and concessions.</li> <li>•Ability to speak to customers regarding nutritional topics and dietary needs.</li> <li>•Knowledge of forecasting principles and techniques and institutional food service menus.</li> <li>•Knowledge of current dietary guidelines.</li> <li>•Knowledge of special dietary requirements and preparation methods to modify from the standard cycle menu.</li> <li>•Knowledge of USDA CACFP child food service guidelines for day care operations.</li> <li>•Knowledge of food values, quantities, and nutrition.</li> <li>•Knowledge of computer technologies used in food service management, including automated inventory and menu management systems.</li> <li>•Extensive knowledge of high quality as well as quantity food preparation and service in a large scale, cash sales operation.</li> <li>•ServSafe certification will be required within 3 months of hire, successful renewal within three months of expiration date will be required.</li> </ul>
Preferred Qualifications	<ul style="list-style-type: none"> <li>•Knowledge of customer service relations, methods, and techniques.</li> <li>•Ability to plan, assign and supervise the work of others.</li> <li>•Demonstrated experience supervising a diverse staff including full time, part time and temporary staff.</li> <li>•Ability to communicate orally and in writing to a wide range of people.</li> </ul>
How To Apply	<p>Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.</p>
Anticipated Appointment Date	<p>June 19, 2022</p>
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our <a href="#">Total Rewards page</a>.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on May 11, 2022. However, screening may continue until the needs of the recruitment are met.</p>
Required Materials	<p><b>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</b></p> <ul style="list-style-type: none"> <li>- Cover letter addressing qualifications and experience</li> <li>- Resume/Curriculum Vitae</li> <li>- Contact information for three professional references</li> </ul>



University of Wisconsin  
Stevens Point

2100 Main Street - Stevens Point, WI 54481  
+1-715-346-2606 (p) +1-715-346-3698 (f)  
[Human.Resources@uwsp.edu](mailto:Human.Resources@uwsp.edu)

(Official Transcripts required of finalist)

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

For additional information regarding the position, please call or email:

Marshall Lee, Chair, Search and Screen Committee

Email: [mlee@uwsp.edu](mailto:mlee@uwsp.edu)

#### Position Contact

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:

Human Resources

Email: [human.resources@uwsp.edu](mailto:human.resources@uwsp.edu)

Phone: 715-346-2606

#### Human Resources Contact

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or [hr@uwsp.edu](mailto:hr@uwsp.edu).

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www.uwsp.edu/dos/clery/Pages/default.aspx>

#### Special Notes

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings have changed. Job duties and responsibilities remain the same. For more information please visit: [wisconsin.edu/ohrwd/title-and-total-compensation-study/](http://wisconsin.edu/ohrwd/title-and-total-compensation-study/)."

\*PTO offering prorated based on start date and hours worked.



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