



Position Description

Classification Title:	Food Safety Manager
Working Title:	Food Safety Manager
Supervisor's Working Title:	Executive Chef
Hours/Shift:	M-Fr 8:00 am – 5:00 pm
Department:	Dining and Summer Conferences
Supervisory Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employee Category:	Academic Staff
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Date Created/Updated:	4/22/22
Position of Trust:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

Position Summary

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.

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. 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 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.

Primary Responsibilities:

<ul style="list-style-type: none"> • Provide oversight, coordination, and system support for CBORD menu management software and all associated software programs that support Dining Services. 	50%
<p>A.1 Develop and implement a high-quality allergen safety training program for all staff</p> <p>A. 2 Develop and maintain CBORD procedures to ensure consistent applications of standards, procedures, and policies throughout all areas of operation.</p> <p>A.3 Develop and enforce standards for service levels and sanitation and provide training and supervision of all staff</p> <p>A.4 In cooperation with the Executive Chef, plan and direct production for nutrients, ingredients and allergens served to all meal plan holders.</p> <p>A.5 Ensure accuracy in menu nutritional's and allergen labeling. Obtain nutritional information from vendors for new products as needed. Oversee the input and accuracy of information in CBORD.</p> <p>A.6 Maintain accuracy of UWSP Net Nutrition website.</p> <p>A.7 Work with DSC management to alert staff to special dietary needs of students and facilitate the procurement and storage of special foods to meet these needs.</p> <p>A.8 Direct the updating of recipes to reflect pack and/or ingredient changes and notify DSC staff as needed. Perform analyses of menu items to provide accurate and up to date information to customers.</p> <p>A.8 Train staff accordingly in the use of CBORD and related software programs.</p> <p>A.9 Coordinate and lead the ongoing maintenance of the retail software programs and associated training of staff, as appropriate.</p> <p>A.10 Coordinate and lead the development of catering software program and associated training of staff, as appropriate.</p>	
<p>Develop materials and programs that provide sound nutritional information to staff, students, and customers.</p> <p>B.1 Develop, create, and provide nutritional educational materials for use in residential and retail locations.</p> <p>B.2 Prepare and present on nutrition and diet related training topics to DSC staff.</p> <p>B.3 Research market trends and legislative dictates that impact provision of nutritional information and food service offerings.</p> <p>B.4 Provide monthly menu articles, links for reliable nutrition resources and avenue for students/customers to consult electronically with dietitian via the DSC website.</p> <p>B.5 Design childcare menu to meet USDA CACFP guidelines.</p> <p>B.6 Maintain up to date nutritional knowledge by participating in education opportunities as appropriate and reviewing market publications regularly.</p>	30%

<p>Provide nutrition and diet related consultation and presentation services as requested.</p> <p>C.1 Meet with student customers regarding special diet needs providing counseling and educational resources to them.</p> <p>C.2 Provide educational sessions to student groups as requested.</p> <p>C.3 Provide consultation and advice to DSC management in the development of menu selections, offerings, and preparation methods. Assist in planning and developing menus to meet the rapidly changing needs and wants of the customer.</p> <p>C.4 Respond to dietary questions, suggestions and complaints received from customers, students, or staff.</p> <p>C.5 Consult with customers, campers, Special Olympic staff, and participants regarding special diet needs.</p>	<p>10%</p>
<p>Serve as a member of the management team of DSC.</p> <p>D.1 Make budget recommendations for DSC to the Director</p> <p>D.2 Participate in management staff meetings.</p> <p>D.3 Make recommendations for long- and short-term facility and equipment needs, utilizing customer and industry trends and staff input.</p> <p>D.4 Develop and implement a sound assessment program that provides for regular feedback and input from all customer groups and provides a mechanism for implementing changes based on the assessments.</p> <p>D.5 Assist and/or work in other units within DSC as the needs arise, providing direct supervision and guidance to staff when required.</p> <p>D.6 Assist the DSC management team in summer operations.</p>	<p>5%</p>
<p>Miscellaneous duties</p> <p>E.1 Serve as a resource to university food service operations that are not part of DSC as requested.</p> <p>E.2 Serve as a supervisor to interns and dietetic students seeking field experience.</p> <p>E.3 Represent the department on university or community committees as needed.</p> <p>E.4 Collaborate with other departments within Student Affairs to enhance the educational opportunities and cultivate community on campus.</p> <p>E.5 Promote a customer-oriented philosophy among the DSC staff, ensure that customer food service questions and concerns are being handled appropriately and in a timely manner.</p> <p>E.6 Other duties as assigned</p>	<p>5%</p>

Qualifications – Knowledge, Skills, and Abilities:

Required Knowledge, Skills, and Abilities

- Demonstrated experience supervising a diverse staff including full time, part time and temporary staff.
- Commitment to working with and serving diverse populations and to a program that emphasizes sustainability and local initiatives.
- ServSafe certification will be required within 3 months of hire, successful renewal within three months of expiration date will be required.
- Ability to meet State of Wisconsin requirements to drive state vehicles
- Extensive knowledge of high quality as well as quantity food preparation and service in a large scale, cash sales operation.
- Knowledge of computer technologies used in food service management, including automated inventory and menu management systems.
- Knowledge of food trends and innovations in the food service industry.
- Knowledge of food values, quantities, and nutrition.
- Knowledge of current dietary guidelines.
- Knowledge of USDA CACFP child food service guidelines for day care operations.
- Knowledge of special dietary requirements and preparation methods to modify from the standard cycle menu.
- Knowledge of nutrition educational techniques.
- Knowledge of sanitation and safety in an institutional food setting.
- Knowledge of multi-unit collegiate food service business and concessions.
- Ability to communicate orally and in writing to a wide range of people.
- Ability to interact courteously with customers and to solve customer complaints.
- Knowledge of basic kitchen layout and workflow principles.
- Knowledge of basic production control techniques.
- Knowledge of basic supervisory principles and techniques and the ability to supervise employees.
- Knowledge of food preparation techniques and quality standards of prepared foods.
- Knowledge of forecasting principles and techniques and institutional food service menus.
- Knowledge of inventory control techniques and stocking principles.
- Knowledge of methods used to motivate employees and the ability to do so.
- Knowledge of meal patterns and menus including special dietary requirements.
- Knowledge of customer service relations, methods, and techniques.
- Ability to plan, assign and supervise the work of others.
- Ability to plan, establish and attain long range goals.
- Ability to speak to customers regarding nutritional topics and dietary needs

Physical Effort/Demands:
<ul style="list-style-type: none">• Sitting• Standing• Walking• Lifting your arms above your head to reach high, possibly difficult, areas• Kneeling• Squatting• Stooping• Frequently lift 1 – 10 pounds• Occasionally lift 15 pounds
Equipment Operated:
<ul style="list-style-type: none">• Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices
Working Environment:
The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date