



POSITION ANNOUNCEMENT

JOB TITLE:	CAFETERIA MANANGER
TYPE OF VACANCY:	STAFF
REPORTS TO:	VICE PRESIDENT, UB-NORTH
DEPARTMENT:	FINANCE
SUMMARY: The Cafeteria Manager at the UB–North will be responsible for the successful daily operation of the campus’ Hawksbill Hall cafeteria. The Manager is expected to recruit and manage staff, oversee the procurement and preparation of food, ensure excellent health standards, as well as manage the budget of this vital operation with a view to maximizing efficiencies and revenue generation.	
DUTIES & RESPONSIBILITIES: The duties of the Cafeteria Manager, UB-North include but are not limited to the following: <ul style="list-style-type: none">➤ Plan, coordinate, assign and/or participate, as required, in the preparation, batch cooking and service of food, in a courteous, customer-service oriented manner;➤ Open kitchen, set up equipment for food preparation, prepare cafeteria for service, secure kitchen at end of day;➤ Maintain consistency in food preparation and service to students, staff and other constituents;➤ Monitor inventory, order cafeteria supplies and prepare food orders, as needed;➤ Coordinate and/or participate in the preparation and maintenance of necessary records and files;➤ Conduct new employee orientation and staff training in operational procedures and sanitation practices;➤ Manage unit personnel;➤ Prepare work details, schedule roster sheets and keep time sheets;➤ Compile food production reports and invoices;➤ Assist with maintaining the highest rating on health inspections and correct any deficiencies;➤ Establish cleaning schedules and other sanitary controls, as required by the University, and Department of Environmental Health;➤ Identify problems and recommend changes in methods and procedures;➤ Supervise cleaning and sanitizing of eating utensils, counters and equipment;➤ Manage costs of food, labor and supplies, in accordance with the budget;➤ Receive, check and sign for supplies delivered to the University;➤ Monitor equipment and make recommendations regarding the purchase of equipment and supplies;➤ Required to also liaise with the AVP, Business Enterprise, in conjunction with the V.P., UB-North, if needed;➤ Perform related work as required.	



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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral and written communication skills;
- Competent at report writing;
- Ability to maintain effective working relationships and communicate skillfully with colleagues, administrators and other constituents;
- Effective organizational and time management skills;
- In-depth knowledge and utilization of Microsoft Office suite and willingness to learn new software applications;
- Proficiency in meeting deadlines and maintaining the highest degree of confidentiality.

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Hospitality Management, Restaurant Management or a related discipline, or the equivalent, AND
- At least four (4) years' post-qualification work experience.

SALARY GRADE:	AS-2
DATE PUBLISHED:	June 21st, 2018
APPLICATION END DATE:	July 6th, 2018
DATE TO BE REMOVED:	July 7th, 2018

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf)
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written, professional references.

Email Address:

hrapply@ub.edu.bs

Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Cafeteria Manager.



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