



**DATE ISSUED:** 04/08  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Manager, Food Services & ID Systems

### **JOB SUMMARY**

This position oversees the daily operations of the ID card offices and food service locations on the Denton, Dallas and Houston campuses, including marketing, scheduling of hours of operations, scheduling maintenance and repair of facilities and equipment. Works closely with University Housing, Conference Services, Facilities Management, Student Union and Academic Departments to ensure quality products and services. Coordinates departmental financial responsibilities including daily deposits, IDTs, requisitions, and purchase orders. Coordinates departmental travel arrangements. Maintains and updates departmental web pages and marketing materials. Assists in advising Food Advisory Board and sanctioned student organizations. Work is performed independently under limited supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Manager of Food Services & ID Systems

*Supervises:* Student Assistants

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Management of requisitions, purchase orders, cash collections, and revenue allocations, deposits, and closed debit accounts.

Corresponds with students, faculty and staff about ID privilege control services and special events offered in dining services.

Coordinates quotes and services calls to off campus commercial equipment repair service companies or on-line work order requests.

Participates in on-call duties for evenings, weekend, holiday and inclement weather closings – responding to facility, equipment and card access failure emergencies.

Assists in financial reconciliation verification reports of patron debit card tender balances with Phoenix Oracle database accounts.

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Coordinates development and updates of website marketing strategies promoting on-line information and programs to campus populations (Denton, Dallas, Houston) and assisting with evaluation of opportunities with off-campus merchants.

Responsible for processing residential and commuter meal plan assignments, campus-wide Pioneer debit account applications and payments, and residential student Laundry-vending payments.

Monitors and reconciles ID Office and Food Service budgets.

Assists in budget planning.

Assists in processing ID badges for the university community, which includes badge contractors and submission of non-university personnel documentation for security background checks.

Advisory assistant to Food Advisory Board.

Participates in new student orientation presentations, programs, Pioneer Camp, university semester openings, recruiting initiatives and residential forums.

Assists Support Specialist II in coordinating service calls and acquisition of badge equipment/supplies.

Serve as lead office contact in manager's absence.

Makes recommendations for policies and procedures.

### ***ADDITIONAL DUTIES***

Serves on division and university wide committees as needed.

Works with University Housing to offer creative programming for traditional and non-traditional housing populations.

Performs other duties as requested.

### ***EDUCATION***

Bachelors degree required in business administration, accounting, marketing, or related field.

### ***EXPERIENCE***

Two years of professional experience. Experience with accounting, working with reconciliation of multiple database, budgets preferred.

### ***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for accomplishment of long-term and short term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

***WORK ENVIRONMENT***

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

***SAFETY***

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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*The job 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 job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***