



Staff Vacancy

EEO No. **BO 30-14**

Position: Food and Beverage Manager

Summary:

The Food and Beverage Manager will report to the Director of Real Estate and will be a part of the Administration and Finance Division of the University. The Manager will ensure excellent dining, catering, concession, and retail food and beverage experiences for the University's students, staff, faculty, and guests, while also monitoring finances and vendors' and partners' quality and contract compliance.

Responsibilities:

- Serves as a central point of contact for communications between the University and all food and beverage service providers, including providers of student meals, catering, concessions, and other retail food sales.
- With providers, defines and measures metrics that:
 - Ensure guest satisfaction in all dining facilities on campus, all catered functions, and all concession functions produced by the food service provider(s) for the University.
 - Ensure that acceptable food quality standards are adhered to by the food service provider.
- Manages accounts related to dining and food service, including accounts payable and receivable between the University and the food service provider(s).
- Monitors financial reports produced by provider(s) for accuracy, variance from budget, and trends.
- Responsible for the acquisition and maintenance of the facilities and equipment that are leased by the food service provider.
- Chairs the University's food service committee.
- Reviews all food service-related contracts.
- Receives, reviews, analyzes and communicates with supervisor, the reports generated from the food service provider.
- Produces weekly performance reports and manages the data dashboards for all food and beverage related activities on campus.
- Has weekly meetings with the general manager(s) for the food service provider(s).
- Holds and leads periodic meetings with the food service provider(s)' upper-level management, local management team, and the University's Real Estate director and/or designee(s).

Qualifications: Bachelor's degree in hospitality or business management

- Knowledge of industry best practices, general cost averages, and typical margins for student dining, catering, and concession operations
- At least three (3) years of experience in food and beverage management
- Experience in large-scale (5,000+ meals per day) dining operations in a University, hospital, or similar setting
- Experience in a "high-end" (weddings, galas, formal events, etc.) catering operation
- Strong attention to detail as it relates to presentation style, food standards, costs, safety, etc.
- Experience in basic accounting/bookkeeping and the ability to read and understand financial reports

Administrative Unit

UL Lafayette's Division of Administration and Finance. The University of Louisiana at Lafayette is a public research university with High Research Activity with accreditation from the Southern Association of Colleges and Schools Commission on Colleges. With an enrollment of over 18,000 students and 575 full-time faculty members, UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 54 undergraduate disciplines, 20 post bachelor certificates, four graduate certificates, the master's degree in 27 disciplines, and the doctorate in 10 disciplines. Further information about the University is available on the University's webpage at <http://.louisiana.edu>.

Salary: Commensurate with Experience

Starting Date: ASAP

Applications: Candidate review will begin immediately. Applicants should send a cover letter, resume, and list of three references to:

Gray Bekurs
Director of Real Estate
University of Louisiana at Lafayette
gxb6149@louisiana.edu

The cover letter should address, at minimum, the following:

1. Your experience and training in: a) large-scale dining services operations b) catering operations, c) concession operations, and d) administrative experience (budgeting, forecasting, etc.). Please address the nature, scope, and level of your responsibility.
2. How you would define excellence in a campus dining program.