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ANNOUNCEMENT

December 11, 2023

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 025-24

Position Title

FOOD SERVICES & VENDING MANAGER

Salary Range:

UGPP/M 1 \$49,731.00 – UGPP/M 9 \$66,171.00 Per Annum

Opening Date:

December 11, 2023

Closing Date:

December 22, 2023

Location:

Office of the President/University Marketing & Communications/Auxiliary Enterprises

MINIMUM QUALIFICATIONS:

- Associate's degree in hotel, restaurant and institution management, dietetics, food and nutrition, business, or food related area.
- Three (3) years of work experience in food service in a managerial role; or
- Any equivalent combination of experience and training which provides the minimum knowledge, skills, and abilities.
- Strong supervisory and personnel skills, and excellent interpersonal skills.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in hotel and restaurant management, food and nutrition, business management, or a related area.
- Five (5) years of management and supervisory experience in food service.
- Experience managing espresso-based coffee shops, cafes, or restaurants.
- Experience working within an education setting.

QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the Government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

NATURE OF WORK:

The Food Services & Vending Manager is responsible for the management of food service operations under the Auxiliary Enterprises Department on the University of Guam campus. This includes the Student Services Center Dining Hall/Food Court, food vendor and food truck contracts, campus-operating food services such as the UOG coffee shop, and vending services. This position reports to the Auxiliary Enterprises Director and falls under University Marketing and Communications.

CHARACTER OF DUTIES:

Manages daily operations for all food services and vending on campus including the Student Services Dining Hall/Food Court, assigned vendor-operated spaces, and assigned self-operated spaces such as the UOG coffee shop, and ensures that all designated procedures are followed, and standards are met, equipment is maintained, resulting in fast, high-quality, safe, and cost-efficient food production and service to customers. Supervises activities and training of assigned staff, including full-time, part-time, and student employees. Administers systems for inventory, purchasing, pricing, producing, displaying, merchandising, marketing, advertising, promoting, and selling products and merchandise, making the most efficient and effective use of resources while maximizing sales and making a profit. Evaluates financial performance for multiple sites, which may include monitoring and analyzing daily sales, maintaining POS systems, costs, cash controls, budgeted labor, invoices, purchase orders, expenditures, and inventory levels. Meets the customer service objectives by constantly analyzing unit operations to ensure maximum effectiveness and compliance with departmental and branded outlet objectives. Assist in the strategic planning process for the assigned outlets; assist in the development, implementation, and evaluation of the applicable outlet renovation, evaluation, and updating, as well as policies, procedures, standards, budget, and marketing/public relations activities. Assist in the strategic planning process for the department; assist in the development, implementation, and evaluation of departmental policies, procedures, standards, goals, objectives, budget, and marketing/public relations activities; participate in departmental and campus-wide special project activities. Communicates effectively and efficiently with customers, staff, University and community groups, branded company personnel, and vendor representatives. Perform other duties as assigned.

#025-24 FOOD SERVICES & VENDING MANAGER

MINIMUM KNOWLEDGE, SKILLS AND/OR ABILITIES:

Must demonstrate a commitment to customer service, a knowledge of routine and advanced customer service standards and procedures, and the ability to resolve customer complaints and concerns. Knowledge of retail management principles, purchasing, inventory control techniques and methods, and e-commerce operations. Knowledge of safe food handling and sanitation requirements. Knowledge of general accounting principles. Knowledge of budget development and implementation. Experience in the management of a point-of-sale system. Ability to communicate effectively, both orally and in writing. Ability to effectively supervise and manage staff and student employees. Ability to maintain records and prepare financial and other administrative reports. Ability to develop, coordinate, and implement marketing strategies and sales promotion activities. Ability to obtain all necessary health and sanitary certificates.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., Transcripts, high school diploma or GED certification) accompany the application.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job-related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of the date reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 671-735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


Joseph gumataotao (Dec 11, 2023 16:24 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Food.Services.&Vending.Manager.12/11/23
Approved by CHRO 12/11/23