



OFFICE OF ADMINISTRATION AND FINANCE CAFÉ MANAGER AND EVENTS COORDINATOR

This job is located at IUPUC in Columbus, Indiana.

IUPUC—Indiana University-Purdue University Columbus—has delivered high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. Applications are being accepted for a full-time Café Manager and Events Coordinator in the Office of Administration and Finance.

RESPONSIBILITIES

The primary role of this position is to oversee the daily operation of the only campus food service operation, the Café, to include menu planning, supervision of staff, compliance with cash handling procedures, and the enforcement of sanitation policies. This position works collaboratively with staff and faculty to organize the execution of assigned campus meetings and events pertaining to hospitality. Some of the key duties and responsibilities are:

- Manage the daily activities of campus food service operation (Café). Supervise food service staff, including hiring, training, and performance reviews. Responsible for budget preparation and analysis of related reports. Monitor food costs, payroll costs, and general expenses to ensure auxiliary unit is a profit center.
- Organize the execution of assigned campus meetings and events. Work with internal customers (faculty and staff) to accommodate food service requests through the Café and various vendors for meetings and activities hosted by campus offices and divisions. Work with clients to plan menus and provide cost estimates. Work collaboratively to negotiate space contracts, arrange food and beverages, order supplies, and ensures appropriate décor (e.g., floral arrangements, lines, color schemes).
- Initiate and process requisitions for hospitality, reconcile invoices, and close purchase orders and encumbrances on various accounts. Work with the finance and data team at IU Bloomington and IU Treasury to ensure cash registers and all related programs function properly. Ensure all cash handling is conducted following the appropriate procedures. Ensure compliance of Revenue Producing Activities by attending, and requiring staff to attend, all revenue processing trainings and following procedures correctly.
- Plan activities, including menu planning, food and equipment inventory control, production planning, quality assurance, safety, enforcement of sanitation policies and procedures, and customer service initiatives.
- Plan set-up and tear-down of tables, chairs, linens, china, registration material, food and beverage items, etc., at planned events. Oversee staff assisting with events (faculty, staff, students, alumni, donors, and community members) and direct volunteers.

REQUIRED QUALIFICATIONS

Minimum Education: Bachelor's degree or equivalent education and experience at a 2 to 1 ratio is required.

Minimum Experience: One year of supervisory experience in a food service environment is required. Five years of experience in a food service environment is preferred.

Required knowledge, skills, and abilities:

- Must be ServSafe certified, or be able to become certified shortly after hire, and continue to renew certification as required.
- Excellent customer service skills
- Proven supervisory skills for managing staff
- Highly effective collaborative and interpersonal skills; excellent verbal and written skills. Managerial and reasoning skills
- Organizational skills to manage multiple projects
- Positive, optimistic personality
- Assertive with attention to detail to be able to meet deadlines
- Must possess a valid U.S. driver's license with the ability to be insured by Indiana University. Must be able to drive during daylight and evening hours as needed for special events.
- Ability to use computer software programs utilized by the university.

PREFERRED QUALIFICATIONS

Preferred Experience: Five years of experience in a food service environment is preferred.

WORKING CONDITIONS / PHYSICAL DEMANDS

Requires extended periods of standing and/or walking and working long hours when required. Must be able to drive to event locations when they are held off campus or to purchase needed items for the Café or an event. Driving may also be required to visit an event location for set-up and logistics. Special events require lifting, pulling, and moving a variety of tables, chairs, food trays, and coffee urns. When stock items for the Café arrive, the large, bulky boxes must be carried and transported to the proper storage area.

BENEFITS/PERKS

IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. Columbus is located one hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique midwestern community with a population of 46,000 known for its world class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information visit <http://www.iupuc.edu/> and <http://columbus.in.us>.

University-sponsored benefit plans are a significant part of Indiana University's total compensation package. You may want to go to www.hr.iu.edu/benefits to learn more about the resources, services, and other generous benefits available to Indiana University employees.

Qualified applicants interested in the position must apply online at <https://jobs.iu.edu/>. **Search for job #05636P**. A resume, cover letter, and a list of three references must be submitted with your online application. Indicate in your cover letter why you are interested in becoming a member of IUPUC's team. The deadline for applications is **Friday, September 22, 2017**.

IUPUC is an EEO/AA employer, M/F/D/Veteran