

The Southern Baptist Theological Seminary

Position Description

Position Title: Manager-Student Housing and Dining Services

Department: Hospitality Services

Position Code: I0206

Date Prepared: 1/25/19

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Manager of Student Housing and Dining Services is responsible for providing strategy, vision, and direct oversight for the overall operations of the Student Housing Department including staffing, maintenance, budget, renovations, and occupancy. This person will also be the liaison to the campus food service provider for non-catering dining services, including the Dining Hall, Founders' Café, and the Coffee Shop.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Participate in setting Student Housing and Dining Services mission, vision, and goals by providing input to strategic view and annual budget process
- Oversee Student Housing facilities including maintaining expected level of maintenance and upkeep; follow-up on work orders; serve as after-hours on-call point of contact for emergencies; serve as Student Housing Liaison with Sodexo/Operations management; and provide management of maintenance/renovation projects and customer service
- Share supervisory responsibilities for Student Housing staff including completing timesheets; conducting coaching sessions; and interviewing potential candidates for open positions
- Support daily office operations through email, phone calls, direct interaction, conducting tours, processing resident paperwork, and revising/updating of residential lease contracts
- Provide entrepreneurial leadership for all dining activities impacting Southern Seminary

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position must have at least a Bachelor's degree from an accredited institution.

EXPERIENCE:

The person in this position should demonstrate knowledge of general maintenance requirements and management skills. Experience in residence life and/or student life, management, and/or student government is highly desired.

SUPERVISION:

The person in this position will supervise The Administrative Assistant, Inspector, and Customer Service Associates.

The person in this position will report to the Vice President for Hospitality Services.

WORK ENVIRONMENT:

The person in this position will work in an intense 24/7 operational environment that is particularly challenging at the beginning and end of each semester and during semester breaks. Work is accomplished 60% at a desk and 40% walking in and around Student Housing facilities including attics, basements and grounds.

EQUIPMENT:

The person in this position will use the following equipment: personal computer employing Microsoft Office software and other server and web based applications; basic hand tools. The ability to lift furniture and supplies is a requirement for this position.