

JOB DESCRIPTION

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| HR Section: | | | |
| Job Code/FLSA: | 102830/E | Market Classification Title: | Contract Administrator Senior |

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| Manager Section: | |
| Working Title (Title in MCommunity/Business Card): | Dining Contract Manager |
| Report To Supervisor Name, Working Title: | Dining Director of Systems |
| Department Name: | Michigan Dining |
| Work Schedule and Time: | Monday - Friday From 8 am - 5 pm—The standard working hours are from 8:00 AM to 5:00 PM, Monday through Friday. However, due to the nature of our operations, you may be required to work a variety of schedules to support events or special activities as needed. Flexibility in working hours will be essential to ensure proper coverage during these times. |
| Mode of Work (Onsite, Hybrid, Mobile/Remote Days): | Onsite 5 days, remote as needed |
| Primary Work Locations When Onsite: | Ann Arbor Campus |

Department Summary:

Michigan Dining comprises nineteen on-campus cafés and markets, nine residential dining halls, Michigan Bakeshop, and the Michigan Catering unit. Our 500 full-time and 1,300 student employees are committed to creative, healthy, and nutritious foods, international cuisines, and sustainability throughout all dining operations.

Position Summary:

The Dining Contract Manager provides comprehensive leadership and oversight for all procurement activities within the Dining Department. This role serves as the primary liaison between internal and external stakeholders, ensuring effective communication and coordination. Key responsibilities include supervising staff, managing food, beverage, and equipment procurement, and supporting departmental initiatives focused on sustainability and diversity. The position also involves coordinating bid specifications, ensuring compliance with campus sustainability goals, and conducting product research to support culinary and equipment systems. Additionally, the role is responsible for annual equipment purchasing and maintaining accurate inventory records. Successful candidates will demonstrate strong organizational, communication, and problem-solving skills, and will be expected to thrive in a dynamic, fast-paced environment while supporting various university departments in managing procurement, contracts, and nutrition-related systems.

Position Responsibilities (primary responsibilities and duties expected in this position totaling 100% allocation):

Operational Leadership (30%)

- For complex procurement issues, serve as Dining’s liaison to internal & external stakeholders for food, beverages, supplies, equipment, and services
- Supervise regular and student staff engaged in supporting Dining’s procurement work
- Establish an environment of team and individual accountability
- Support Dining departmental initiatives including student engagement, sustainability, Diversity, Equity, and Inclusion
- In collaboration with Dining directors and managers, student life staff, administration, and others, plan and direct the administrative, operational, and developmental activities of departmental management systems including contracts, nutrition, and procurement for food, beverages, supplies, equipment, and services used by Michigan Dining
- Serve as a liaison between Michigan Dining and Student Life and other university departments. This includes, but is not limited to Housing, Student Life Tech Solutions (SLTS), Student Life Business & Finance (SLBF), Capital Projects, and Student Life Facilities

Dining Department Procurement and Contract Administration (30%)

- Keep Dining units informed about changes in product availability, suppliers, and other key information

- Communicate product recall information in collaboration with Dining’s Senior Safety Specialist and UM’s Environmental, Health & Safety department
- Leads food program procurement decisions for the department, with collaboration from operational directors and other Dining team members for food, beverages, supplies, equipment, and services
- Facilitates food system production controls; and maintains accurate records for ordering
- Coordinates the formulation of bid specifications for food, beverages, supplies, equipment, and services
- Serves as the Dining department liaison to UM Central Procurement and Student Life Business & Finance (SLBF) Procurement
- Collaborates with Dining Sustainability staff to support and advance the campus sustainability goals related to procurement.

Culinary & Equipment Systems Support (20 %)

- Coordinates product research and audits product testing completed by Chefs
- Dining coordinator for annual equipment purchasing process in collaboration with SLBF Procurement
- Develops and maintains an accurate record of all Dining capital equipment purchases and tracking
- Acts as the Dining department coordinator between Dining & the University for bi-annual capital equipment inventory

Supervision (20%)

- Demonstrates hands-on management, proactive leadership, and the ability to achieve high-quality timely results and customer service standards
- Lead, mentor, and motivate a team of employees to meet operational goals
- Provide clear direction, communicate expectations, and ensure tasks are completed on time and to quality standards
- Foster a positive work environment, encouraging teamwork and collaboration
- Conduct regular team meetings to discuss performance, goals, and any challenges
- Handle performance issues by implementing corrective action when necessary
- Conduct performance appraisals and assist with career development discussions

Position Responsibilities Criteria (leadership and behavioral qualities expected in this position):

- Demonstrates personal and professional commitment to diversity and a solid understanding of and appreciation for cultural, ethnic, and individual differences.
- Excellent communication, interpersonal, and organizational skills.
- Demonstrates ability to problem solve and be adaptable in a fast-paced environment.
- Demonstrates ability to manage multiple priorities and navigate change effectively.

Required Qualifications:

The list must have the qualifications needed to be considered for this position.

- Bachelor’s degree in supply chain management, hospitality management, business administration, or a related field or an equivalent combination of education and experience.
- Minimum of 3-5 years of progressive experience in team leadership roles, procurement, and administrative management of supply chain.
- Minimum 2-3 years of supervisory experience, which may include student/temporary staff
- Experience with start-to-finish Request for Proposal processes.
- Experience in fiscal management.

Financial/Budgetary Responsibility:

Responsible for the financial data, accuracy, and auditing information included in the Dining Applications. Manage the invoice reconciliation process and update as applications and systems improve. The average annual spend estimated for food, paper goods, and chemicals is \$20 million.

Working Conditions:

Must be flexible and able to adapt to change in a fast-moving, intense work environment. This individual is considered a critical employee and will be required to come to campus in the event of emergencies. This position is primarily required to work on campus, with some hybrid work as approved by their supervisor.

Physical Requirements:

May be required to stand for long periods and move quickly to assist with events and service in our dining halls, cafes, markets, and at catering events as needed.

Direct Reports:

Senior Nutrition Specialist
Nutrition Specialist x2 (report to Senior Nutrition Specialist)
Student Staff

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| Approved by: | <i>Jaime Cox SLHR Director, Stephen Drews Compensation Class, Lisa Harris SLBF, Alana Benson SLHR, Steve Giardini</i> |
| Date approved: | <i>11/19/2024</i> |
| Reviewed By: | <i>Jaime Cox SLHR Director, Stephen Drews Compensation Class, Lisa Harris SLBF, Alana Benson SLHR, Steve Giardini M Dining Director</i> |

Note: Job descriptions should be reviewed annually and updated as often as necessary.