



Auxiliary Services Job Family: **Restaurant Services Coordinator Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Restaurant Services Coordinator I INDIVIDUAL CONTRIBUTOR	Restaurant Services Coordinator II INDIVIDUAL CONTRIBUTOR
Supervise students and may make recommendations on personnel matters	Responsible for staff and student activities including scheduling, recruiting, hiring and training
Ensure compliance with health and University rules	Ensure compliance with health and University rules
Assist manager in such duties as forecasting customer counts, preferences, menu planning, and food costs	Assist manager in such duties as forecasting customer counts, preferences, menu planning, and food costs
Coordinate food operations	Coordinate food operations
Be able to perform all duties of support staff	Be able to perform all duties of support staff
	Supervise and monitor staff/guest interactions
	Participate in department planning activities

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10825 RESTAURANT SERVICES COORDINATOR I, BAND C	10826 RESTAURANT SERVICES COORDINATOR II, BAND D
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school diploma or equivalent; more than 2 but less than 4 years or equivalent	Trade/Vocational/Technical School or equivalent; more than 2 but less than 4 years or equivalent
IMPACT	Error would extend beyond the department	Error would extend beyond the college/ unit
CONTACTS - INSIDE	Receive information Provide information	Receive information Provide information
CONTACTS - OUTSIDE	Limited contact	Conduct straightforward business Provide factual information Handle confidential information
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide training and instruction on equipment, instruments, machinery, methods

FACTOR PROFILE	10825 RESTAURANT SERVICES COORDINATOR I, BAND C	10826 RESTAURANT SERVICES COORDINATOR II, BAND D
SUPERVISION	Provide administrative supervision Assign and review work Recommend hiring and participate in performance appraisals process	Provide administrative supervision Assign and review work Recommend hiring and participate in performance appraisals process
COMPLEXITY	Focus on an entire field	Focus on an entire field
LEVEL OF DECISION MAKING	Responsible for making routine decisions within limits prescribed by established policies or by supervisor	Responsible for making routine decisions within limits prescribed by established policies or by supervisor
FREEDOM OF ACTION	With little guidance Accomplish work activities Rarely referring situation to the supervisor	With little guidance Accomplish work activities Rarely referring situation to the supervisor
SUPPORT SKILLS – WRITING	Limited responsibility, OR is position's area of work	Limited responsibility, OR is position's area of work
SUPPORT SKILLS – COMPUTER	Limited skills required, OR is position's area of work	Limited skills required, OR is position's area of work
WORKING CONDITIONS - PHYSICAL	Lift more than 50 lbs.	Lift more than 50 lbs.

FACTOR PROFILE	10825 RESTAURANT SERVICES COORDINATOR I, BAND C	10826 RESTAURANT SERVICES COORDINATOR II, BAND D
WORKING CONDITIONS - VISUAL	Normal concentration and visual attention	Normal concentration and visual attention
WORKING CONDITIONS - HAZARD	Chemical/ substances requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices	Chemical/ substances requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices