

Housing and Food Services (HFS) is pleased to announce an opening for a **Dining Systems Culinary Specialist**.

HFS provides on-campus housing and dining to over 10,000 student residents each year. As reflected in our mission statement—*working together to enhance student life*—teamwork and service to our students and customers are at the heart of our business.

**Key Responsibilities:**

**PURPOSE**

Ensure the accuracy of recipe and production data in UW Dining's food management system, CBORD Foodservice Suite (FSS). Enter, maintain and audit system data related to recipes, ingredients, and production. Work with culinary management and kitchen production staff on recipe development to document and validate methodology, yielding and service information. Support operational improvements and adherence to quality and compliance standards.

FSS Recipe Library Management

- Ensure the integrity of recipe data recorded in UW Dining's CBORD FSS system so that it can be used to inform nutrition and costing data as well as drive production and purchasing functionality.
- Intake and review recipe specifications drafted by UW Dining chefs to ensure conformance with FSS system requirements. Collaborate with recipe author to verify information is complete and accurate.
- Document basic recipes and sub-recipes as necessary to support recipe utilization and effective production staging functionality in FSS system.
- Review existing recipes in FSS for accuracy. Make corrections to data elements as needed, and identify when recipes require re-testing. Coordinate testing and data collection with culinary resources.
- Audit recipe data in FSS to support standardization and continuous improvement of UW Dining's recipe library. Report on and review findings with culinary leadership to identify follow-up actions as necessary.
- Work with the Dining Wellness Specialist to validate nutrition and allergen information by reviewing and verifying data points as needed related to production methods and yielding.
- Ensure that routine updates to recipe ingredients are captured in FSS as part of the product procurement and replacement process. Communicate updates to other process stakeholders.

Training and Leadership

- Train culinary staff on standards for writing and testing recipes according to system requirements.
- Train dining operations staff on use of FSS application, with a focus on functionality that leverages menu forecasting to drive purchasing and production processes.
- Periodically participate in recipe testing process to review methodology, validate results and provide training to culinary staff on testing procedures.
- Create, maintain, and update training materials related to recipe documentation standards, including production specifications, safe handling/preparation instructions, testing and FSS configuration.
- Represent the organization's priorities to operators and other internal stakeholders by championing consistent and efficient food production, adherence to brand guidelines, tracking key performance metrics, and emphasizing the integrity of nutrition and allergen information.

Standards Management

- Help identify and act as a liaison for sharing best practices across the organization in order to promote efficient and effective food production processes.
- Work with culinary leadership and stakeholders in Dining Administration to establish and maintain standards and guidelines for the organization.
- Maintain and update documentation of standards related to recipe specifications and related system configuration in collaboration with the Campus Executive Chef and Dining Systems Specialist.
- Maintain and update standardized templates and worksheets used to document recipe specifications and data captured during recipe testing.

Organizational Development

- Perform periodic database audits as directed by the Dining Systems Specialist. This may include reviewing and updating configuration settings, item/recipe naming and categorization, and archiving irrelevant/redundant data.
- Perform quality and compliance checks on recipe production in UW Dining operations to measure whether service and operational standards are being followed. Identify and follow up on issues as needed, whether operational or system-related, to ensure the integrity of system data that informs purchasing, production costing, nutrition and allergens.
- Collaborate with culinary leadership and foodservice production staff to document production processes that can be leveraged for improved efficiency using FSS functionality and configuration.

- Leverage system data to analyze costs associated with food production. Identify and report to UW Dining leadership about opportunities to control costs through strategic product selection, production processes and waste minimization.
- Participate in related projects as assigned.

**Minimum Qualifications:**

- Bachelor's degree in Hospitality Management, Dietetics, Business, or a related field; or a certification from a recognized culinary institution.
- Two years of experience that includes:
  - Working with recipes in a commercial/corporate environment such as a hotel, conference center, or university kitchen.
  - Using an enterprise-level food management system, following established business rules to input data, perform analysis, and/or support processes such as purchasing, production, and inventory.
- Experience and references demonstrate detailed knowledge of commercial foodservice, including purchasing, inventory, production methods, food safety, recipe development, and culinary terminology.
- Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

*Equivalent combinations of education and experience may substitute for required qualifications.*

**Desired Qualifications:**

- Experience performing recipe testing and validation, including gathering and documenting data.
- Experience developing and leading successful training programs.
- Experience working in a contemporary college/university dining environment.
- Possession of a valid Washington Driver's License.

**Benefits:**

- Full benefits, including medical and dental insurance and retirement.
- Paid vacation and sick leave, as well as 10 paid holidays a year and one personal day.
- Subsidized transit and parking passes.
- Work for a mission-driven organization that is focused on providing the best possible living and learning environment for our students.

**Condition of Employment:**

- A satisfactory outcome from the reference check process and education verification.
- Washington State Food Card within two weeks of hire and maintenance of thereafter.
- ServSafe certification within three months of hire and maintenance of thereafter.
- AllerTrain certification within three months of hire and maintenance of thereafter.

This position will work a Monday-Friday, 8am to 5pm schedule.

The salary range is \$5,000.00 to \$5,250.00/month + benefits.

To be considered, apply and update your profile and application by the end of the day on June 28, 2019.

[APPLY HERE](#)

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.

**We seek candidates who exhibit an appreciation of, a sensitivity to, and respect for a diverse environment, inclusive of students, faculty and staff of many social, economic, cultural, ideological, racial and ethnic backgrounds.**