

# SONOMA STATE UNIVERSITY

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to the Director of Culinary Services, the Culinary Services Specialist performs varied administrative, technical and analytical duties and provides day-to-day administration to the Culinary Services department. Work involves participation in the development, alteration, implementation and evaluation of the department's policies and procedures. The incumbent independently plans and performs research, compiles data and prepares and presents reports with reliable conclusions and recommendations for action within the department. The incumbent contributes to the completion of broad and more complex department projects and goals, often providing project leadership or representing the department on key projects. Contacts involve interaction with all levels inside and outside the university, and may include dealing with sensitive and confidential information.

**Major Duties:** Major duties of the position include, but are not limited to, the following: planning, organizing and performing a wide variety of specialized administrative and technical duties in support of the successful completion of the projects and goals in Culinary Services. The incumbent interprets and applies complex policies and procedures and facilitates administrative processes with special emphasis in office management, invoice management and student assistant hiring. Coordinates student assistant training and orientation which includes the preparation of relevant documents and coordinates general administrative support for meetings, schedules, and trainings for the department. Identifies administrative needs and develops appropriate solutions or recommendations; compiles, writes and presents reports as needed. Designs, implements and monitors data and systems for invoicing and student assistant hiring; coordinates collection and preparation of administrative reports and data; analyzes data and makes accurate projections by using business mathematics and basic statistical techniques and applying basic methods and procedures for research and statistical analysis.

Responsibilities also include receiving, reviewing, and inputting menu cycles; planning, maintaining, and implementing an extensive inventory management system; recommending appropriate procedures for successful completion; monitoring timelines and expenditures to ensure timeliness and compliance with plans and budgets; coordinating with the Marketing department to ensure deadlines are met; collecting and preparing inventory management financial and operating reports and data; monitoring expenses; providing summary and analysis of input and recommendations; reporting on progress; and researching topic areas.

The incumbent establishes and maintains effective working relationships and facilitates project coordination within Culinary Services and with other units; serves as Culinary Services vendor liaison. Using all university-approved methods purchases and maintains office supplies. Maintains comprehensive student files and vendor contracts, while maintaining confidentiality and accuracy. Works closely with the Director, Purchasing, and vendors to facilitate specialized purchasing contracts and processes invoices. Provides support to the management team meetings including minutes and other materials required and attends all staff meetings. Provides website management and updates departmental websites.

General office support to include, but is not limited to, setting up and maintaining office records and files, electronically or in paper; maintaining calendars, scheduling, and arranging meetings and travel; providing drafts and proofs of office correspondence; purchasing in accordance with university-approved guidelines; preparing expense reports; personnel documents, order forms, and other standard paperwork; responding to phone, email and in-person inquiries.

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available

during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

**Minimum Qualifications:** This position requires a bachelor's degree and/or the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs, plus two years of related experience. Intermediate proficiency with computers and Microsoft Office Suite (Word, Excel) required. Knowledge of Google Suite, inventory management system, Shiftplanning (labor scheduling), CaterEase (Catering booking) and Quadpoint/Sequoia (Register system) and PeopleSoft preferred.

In addition, work assignments typically require:

- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the department to develop conclusions and make recommendations.
- Thorough knowledge of policies, procedures, and outside regulations pertaining to the department.
- Working knowledge of operational and fiscal analysis and techniques.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to train others on new skills and procedures and provide lead work direction.

The incumbent must be able to provide outstanding customer service to students, staff, faculty, and visitors while working in a professional, fast-paced environment. The incumbent must have the ability to prioritize and perform multiple tasks and analysis of documents requiring a high level of productivity; be highly organized; and respond positively to change. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties. The incumbent may be required to meet the standards of the University Conflict of Interest policy if performing purchasing with a Pro Card.