Operation Manager

University Auxiliary Services at Albany, Inc. (UAS) is seeking an experienced candidate for the Operation’s Manager position. Responsibilities include assisting in the oversight of food service, vending, pest control, refrigeration repair, grease trap cleaning and laundry contracts to ensure contract accountability; reviewing and benchmarking participation, sales, and service standards; ensuring food quality is maintained and a food safety program is in place which includes working with food safety inspectors and university departments, conducting safety inspections, reviewing quality assurance records; coordinating facility and equipment maintenance and repairs; maintaining an electronic equipment inventory; reviewing and approving invoices; and assisting in the development, review, revision and implementation of management and operational standards, policies and procedures.

Candidate must have a Bachelors Degree and four years of experience in a management related field. Relevant work experience and an Associate’s Degree may be substituted for the four year degree requirement. Candidate must be proficient with Microsoft Office applications. Preference will be given to candidates with Serve Safe certification, basic equipment repair knowledge, work experience in an educational setting and experience with Fixed Asset Software (FAS). In addition, the applicant must be able to work individually and as a member of a team, possess strong communication and troubleshooting skills, have the ability to interact with a diverse population, and be willing and able to work a flexible schedule which includes some nights and weekends.

Qualified candidates can send their resume and cover letter to Nharrigan@albany.edu. Review of resumes will begin on December 6, 2013. Resumes will be accepted until the position is filled. UAS does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, or age in the administration of any of its employment.