

Job Description

Job Title	Menu Management Specialist
Job ID	2949388
Location	Fargo
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Position Information

Become a Bison with NDSU Dining! Located in the heart of NDSU's campus, enjoy state-of-the art facilities and a fun, lively environment. Together we create the culinary experience by preparing and serving food for students, faculty, staff and guests. **NDSU provides unbeatable benefits, including fully funded family health insurance, tuition discounts for yourself and family, and retirement contribution up to 12.26%.**

NDSU Dining is at the forefront of allergen-friendly dining. This position will support the rapid expansion of NDSU Dining's menu database and support innovative, award-winning nutrition programs for special diet accommodations. NDSU Dining was the 2023 winner of Best Allergy Training for Universities and the 2022 winner of the Best Allergy Innovation for Universities in MenuTrinfo's Annual Allergy Awards. More than 30 NDSU Dining team members are AllerTrain U certified. Our facilities include a designated allergen friendly dining center with a food station free from the top nine allergens. In addition, we provide allergen friendly options and menu labeling in all of our operations. Learn more about our services for food allergies and dietary needs at ndsuh.edu/dining/diet.

Description & Details:

- Support the maintenance of the Dining department's menu management software, including all inventory, recipes, and menu settings
- Develop and administer department food safety and sanitation training
- Provide support for the accommodation of customer's special dietary needs

Work Schedule: Monday-Friday 8:00am-5:00pm. Schedule will vary slightly depending on academic breaks and seasonal events.

Advertised Salary: \$42,000+/year

Minimum Qualifications:

- Associates degree in food & nutrition/dietetics or related field required
- 1 year food service experience required

Preferred Qualifications:

- Nutrition and Dietetic Technician, Registered preferred
- 1 year experience with menu management and/or nutrition software preferred
- Nutrition counseling experience preferred
- Training experience preferred
- Food safety certification preferred
- Strong knowledge of Microsoft Office products including email preferred

Benefits:

NDSU offers a comprehensive benefits package which includes single or family health insurance coverage with **premiums paid for by the university** – with an effective date for new employees the first of the month following date of hire. Other benefits include, wellness benefits, basic life insurance, retirement plan, tuition waiver, annual leave, EAP, sick leave and holiday pay. Optional benefits include supplemental life, dental, vision, long-term care insurance, flexible spending account, and supplemental retirement plans.

About Us:

North Dakota State University is distinctive as a student focused, land-grant, research university. Our main campus is located in Fargo, ND with Extension Service and Research Experiment Station locations across the state.

NDSU is the best college in ND, according to Money Magazine (September 2018). NDSU was named a 2019 Best Value College by Forbes. Fargo made Livability.com's top 10 list of cities to find a job and ranked at #11 for best places to live overall.

No Smoking Notice:

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.

EO/AA Statement:

North Dakota State University is an Equal Opportunity employer and all qualified applicants will receive consideration for employment without regard to age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable.

Veteran's Preference Notice:

This position is subject to North Dakota Veteran's Preference requirements.

Reasonable Accommodation Information

North Dakota State University is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application process, please contact Human Resources at 701-231-8961 or ndsu.hr@ndsu.edu.

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