

Manager 1

Food Services, Prox Cards, and Transportation Services

This is a dual report position to the Senior Director of Food Service Administration

- Coordinates all meals for conference guests, including dining at Emory Student Center, Cox Hall Food Court, and Emory University Catering. Includes the set-up of all meal plans
- Prepares and maintains a list of conferences and expected guest numbers at meals. Provides this information to the Emory Student Center personnel on a weekly basis
- Informs the Conference Fellows of anticipated staffing needs at the Emory Student Center
- Establishes a good working relationship with on-campus service contractors. Reserves and confirms services with on-campus service contractors in a timely manner. Ensures that the provider has adequate time to prepare for and to provide services
- Develops an understanding of each vendor's policies, procedures, concerns, issues, and needs
- Follows up to confirm costs and other information with all vendors
- Acts as a liaison between the Conference Staff and members of Food Services
- Works closely with Manager 4 to ensure that catering requests are coordinated with the appropriate room reservations and ascertains that appropriate numbers of tables and chairs are present for each event
- Maintains prox card inventory
- Determines which groups need meal privileges for the Emory Student Center and Cox Hall Food Court
- Reports any lost prox cards to the appropriate Conference Assistants in order to reflect the correct information on groups' conferences bill
- Reports all prox card concerns to Conference Assistants, Conferences Fellows, and Directors
- Any additional duties relating to prox cards
- Maintains entire parking pass inventory. Coordinates with Conference Assistants for use of the parking passes, including determining how many passes and the location of the passes conference groups will need
- Serves as a liaison to Alternative Transportation to schedule any shuttle services needed for conference guests
- Serves as a liaison to Emory Police Department and the Parking Services office to coordinate assistance in special events, check-ins, and check-outs
- Compiles and distributes all bills for parking passes, and shuttle services
- Any additional duties relating to scheduling, parking, or shuttles

Vendors:

- Emory Police Department
- Emory University Catering
- Emory Card Office
- Sodexo
- Emory Alternative Transportation and Parking Services
- Food Services Liaison Office