Department: **University Dining Services**

**Mission Statement**
University Dining Services enriches The University of Montana campus community by providing outstanding cuisine, delivering exceptional guest service, and engaging in sustainable business practices, as we gather for dining, learning, and celebrating.

**Responsibilities**
SAIL interns in UDS will spend time in each operational unit working with the Unit Manager or Associate Director as assigned. To build a working knowledge of how the entire operation functions both individually and as a whole, interns will complete Student ServSafe, the Campus Meal Plan study course and attend a variety of meetings, presentations and events.

**Weekly Schedule***

**Week One**
1. Participate in an introductory meeting with the Director
   a. Review mission and office structure (org chart), staffing, etc.
   b. Discuss strategic plan and core values
   c. Participate in a new employee “orientation”
2. Tour facilities.
3. Establish work schedule and establish four week plan
4. Provide access to resources and reading material
5. Attend UDS Leadership Team Meeting

**Week Two**
1. Focus on Residential Dining
   a. Shadow the Associate Director for Residential Dining
   b. Attend:
      i. Head RA meeting with RLO
      ii. Food Zoo Menu Committee meeting
      iii. Residential Dining Management meeting
   c. Shadow the Unit Manager in the Cascade Country Store and the Food Zoo
   d. Shadow the Food Zoo’s Executive Sous Chef and Production Manager

**Week Three**
1. Focus on Retail Operations
   a. Shadow the Associate Director for Retail Operations
   b. Attend:
      i. Catering Set-up Meeting
      ii. Key meeting with UM Concessions and the Adams Event Center.
      iii. Retail Operations Management meeting
   c. Shadow the Unit Manager in the University Catering and UM Concessions.
   d. Shadow the Executive Sous Chef of Catering and the Catering Production Manager
   e. Attend a Catering and Concessions Event shadowing the appropriate supervisor
Week Four

1. Focus on Operational Support by shadowing appropriate personnel.
2. Attend final Leadership Team meeting and discuss the four week experience.
3. Attend an exit meeting with the Associate Director for Professional Development and UDS Director to clarify any questions, review the Supervisors Evaluation of the Intern, and discuss interest in a 16 week spring rotation.

*Weekly schedule plans are included for comparison purposes only. Schedules may change based on events, student intern availability, and specific interests.

**Observation and Job Shadow Opportunities**
UDS employs 75 classified and management staff and approximately 400 students each semester. Interns in UDS will shadow a variety of management and classified personnel. Depending on availability and interest, they may include:

1. The Director of Dining Services
2. Associate Directors for Professional Development, Residential Dining, and Retail Operations.
3. The Director of Marketing
4. The Assistant Director for Business Operations
5. The Director for Nutrition, Sanitation, and Food Safety
6. Unit Managers for Cascade Country Store, Food Zoo, UC Food Court, Bear Claw Bakery, University Catering Services, UM Concessions, Coffee Operations
7. The Executive Chef
8. Executive Sous Chefs of Catering and the Food Zoo

**Recommended Reading**
UDS Website
Student Handbook
Complete Supervisor Orientation Checklist
UDS Strategic Plan
UDS Sustainable Initiative
UDS Farm to College Program
Unit Operating Plans

**Learning Outcomes**
SAIL Interns in UDS will understand:

1. The significance of a student-focused, self-operated food service.
2. The business model of University Dining Services including the organizational structure and role descriptions within the department.
3. The UDS Farm to College Program and the UDS Sustainability Initiative.
4. Employment opportunities in college food services.

**Assessment**
Assessment will include, but is not limited to, the department’s evaluation of the SAIL intern following the four week rotation and the intern’s evaluation of the department. Individual assessment in specific operations or tasks may be appropriate for some experiences.
**Terms of Employment**
This is a four week rotation with the option of continuing the next semester. 15 – 20 hours per week, schedule is flexible based on classes and availability. Students will be compensated at $10.00 per hour, partial tuition waiver, and may qualify for free meals based on the established student Meal Maintenance policy.

**How to Apply**
Application process is through the SAIL program. For application and additional information, go to the Student Affairs website at [www.umt.edu/sa](http://www.umt.edu/sa)

**Department Contact Information**
Contact Byron Drake the Associate Director for Professional Development at 403-243-4139 or byron.drake@mso.umt.edu