

FOOD SERVICES MANAGER

DEFINITION

Plans, organizes, and directs the operation of a college food services program with multi-phase operations that include: meal programs in a dining hall including food franchises, grill operations, a soup and salad bar, vending machines, and catering of special events.

TYPICAL DUTIES

Plans, coordinates, and supervises the food services program on a campus which includes food franchises, grill, salad bars, and snack bar services; vending machine areas, and catering services for special events.

Organizes, schedules, assigns and reviews the work of a large group of employees engaged in food preparation and storage, cooking, serving, inventory control and related activities.

Plans daily menus, and determines item price and portion based on analysis of food, labor, and operating costs.

Purchases foods and supplies directly from vendors based on quality, cost, and availability considerations.

Develops and implements work methods and procedures for all phases of food service operations.

Directs and/of conducts orientation and training programs for food services employees.

Recommends changes/improvements in food services, personnel assignments, facilities and equipment to campus administration.

Prepares annual food services budget, authorizes encumbrances and expenditures; reviews daily accounting of cash receipts; and reviews monthly operating and financial statements with campus administration.

Assures adherence of cafeteria operations to Federal, State, and local laws and regulations concerning health, safety, and sanitation.

Investigates consumer complaints and takes effective action.

Implements security measures to prevent theft and vandalism.

Prepares reports and correspondence related to food service operations.

Participates in the preparation of plans, layouts, and specifications for new equipment and facilities.

Performs on-the-job training of cafeteria personnel.

May order and prepare food for the campus child care center.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Food Services Manager** is responsible for the efficient operation of a small multi-phase food services program that may include meal programs in a dining room, grill operations, vending-machine service, and catering for special events.

SUPERVISION

General direction is received from a classified administrator. General supervision is exercised over food service supervisory positions and employees in lower-level food service classes.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of management of multi-phase food service operations, including complete hot meal services, grill cooking, salad bars, and deli service
- Methods of quantity cooking and food preparation, nutrition and menu planning
- Use and care of food service equipment
- Budget, purchasing and inventory control systems pertaining to food services management
- Health and safety practices, rules, and regulations pertaining to food services operations
- Sanitation and maintenance of food services operations
- Principles of supervision and training
- Principles of food pricing and cost controls

Ability to:

- Manage a large, multi-phase food services operation
- Implement and maintain operational policies and quality control procedures in accordance with food industry standards
- Provide technical supervision to food service employees and student assistants
- Supervise and conduct on-the-job training programs
- Prepare and maintains budgets
- Establish and maintain effective relationships with District personnel and students
- Delegate supervisory responsibilities to assigned food services personnel
- Set up and maintain a computerized record keeping system

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent. College-level course work in culinary arts, nutrition, food preparation, business management, supervision or closely related subjects is desirable.

AND

Two years of recent paid supervisory experience in a commercial or institutional food services establishment.