FOOD SERVICES MANAGER

DEFINITION

Under the direction of the Director, Food Services or designee, plan, organize, and direct food services for an assigned college including cafeteria, snack bar, and dining room operation.

TYPICAL DUTIES

Plan, organize, and direct the food service operation of an assigned college to provide an efficient and profitable operation; hire, train, evaluate and direct employees and student workers; train employees in cafeteria and snack bar, and dining room operation; purchase food stuff, supplies and equipment; oversee inventory procedures and assure proper storage and rotation of materials and supplies; plan menus for entrees and food selection for cafeteria and snack bar operation; seek and provide innovative ideas for presentation and selection of food; analyze market trends; negotiate economical purchases of food, supplies, and equipment; determine pricing of food products; review and analyze financial statements of food service operations; establish controls for cash receipts and daily deposits; approve purchase orders; prepare comprehensive reports regarding financial results, payroll, trends, and related matters; provide for proper maintenance of equipment; analyze new equipment available; make recommendations for capital equipment replacement and additions; provide food services for special events, assigned child care centers and other activities; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years of responsible food service experience which includes menu preparation, budgeting, and one year in a lead or supervisory capacity.

EDUCATION

An associate degree from an accredited college or university or equivalent in business, food service or hotel/motel management, business management, or related field or two additional years of qualifying experience supplemented with college level courses in food service or hotel/motel management.

KNOWLEDGE OF

Quantity food preparation, methods, and practices; menu planning and nutritional principles; regulations for health and safety with respect to food service operations; hazardous material management; sources of supply for food, equipment and supplies; recordkeeping techniques; inventory methods and practices; principles and practices of supervision and training; budget preparation and control.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; plan, organize and oversee food service activities at an assigned college; assure that food items are prepared, served and stored properly; develop menus in
accordance with nutritional requirements and budget limitations; prepare appetizing and nutritionally balanced meals; compile and verify data and prepare reports; prioritize and schedule work; train, supervise, and evaluate personnel; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; plan and organize work.