

FOOD SERVICE ASSISTANT MANAGER

DEFINITION

Under general supervision the incumbent assists in the planning, management, and operation of a college food service operation including the purchasing of supplies, food and equipment. The incumbent assists in the ongoing research of innovative ideas in the food service area; and may also prepare and cook foods or assist in any area of the operation.

TYPICAL DUTIES

Assists in operating a college food service operation; coordinates the operation of the cafeteria in the absence of the manager; coordinates and directs an evening cafeteria operation; monitors food preparation and methods, size of portions, and garnishing and presentation of food to ensure food is prepared and presented in acceptable manner for both on and off campus locations. Plans menus and food utilization based on anticipated number of guests, nutritional value, palatability, popularity, and costs. Creates specialty dishes and develops recipes to be used in dining facility. Tests cooked food by tasting and smelling to ensure palatability and flavor conformity. Establishes and enforces nutrition standards for dining establishment based on accepted industry standards. Reviews menus and analyzes recipes to determine labor and overhead costs, and assigns prices to menu items. Coordinates assignments of cooking personnel to ensure economical use of food and timely preparation; estimates food and beverage consumption to anticipate amount to be purchased or requisitioned; and assists in planning for special events and functions. Oversees and inspects the cleaning of kitchen, kitchen equipment, snack bar, and other cafeteria areas; coordinates outside cart locations and the coffee bar; and drives company vehicles to access off-site catering locations. Relieves cashiers and other cafeteria personnel during peak periods. Investigates and resolves complaints regarding food quality, service, or accommodations. Organizes and directs worker training programs, assists in resolving personnel problems, instructs new personnel in methods and procedures for doing assigned duties, and demonstrates the use of new equipment to cafeteria personnel. Checks invoices against statements for verification and accuracy and checks deliveries against invoices to insure correct delivery of items ordered; assists in taking the monthly inventory of cafeteria foods and supplies and in the preparation of monthly financial reports in the maintenance of records and payroll statistics; monitors budget, payroll records, and reviews financial transactions to ensure expenditures are authorized and budgeted; and assumes responsibility for all operating monies and deposits. Monitors compliance with health and fire regulations regarding food preparation and serving and building maintenance in dining facility. Keeps records required by government agencies regarding sanitation and regarding food subsidies where indicated; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Promotional

One year of experience in Los Rios CCD performing cooking or baking duties at the level of a cook/baker.
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General

Three years of increasingly responsible food service experience, including at least one year in a supervisory position.

KNOWLEDGE OF

Knowledge of methods of preparing, cooking, storing and serving foods; principles of supervision and training; menu preparation and method of estimating required food quantities; care and use of food service equipment and appliances; and sanitation and safety measures. Knowledge of principles and processes involved in business and organizational planning, coordination, and execution; principles and processes for providing customer and personal services; economic and accounting principles and practices record keeping practices in the food service industry; and basic policies and practices involved in personnel/human resource functions.

SKILL IN

Skill in adjusting actions in relation to others' actions; managing one's own time and the time of others; identifying the nature of problems; motivating, developing, and directing people as they work, identifying the best people for the job; and actively looking for ways to help people. Skill in developing approaches for implementing an idea; talking to others to effectively convey information; using logic and analysis to identify the strengths and weaknesses of different approaches; obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work. Skill in being aware of others' reactions and understanding why they react the way they do; inspecting and evaluating the quality of products; weighing the relative costs and benefits of a potential action; and determining how money will be spent to get the work done, and accounting for these expenditures.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to direct the work of others; maintain and analyze financial records; plan interesting and balanced menus; prepare comprehensive reports; read and write at the level required for successful job performance; follow oral and written directions; and analyze situations accurately and adopt an effective course of action.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Cash registers, and food service equipment and appliances including, mixers, ovens, meat slicers, choppers, steamers, and steam kettles.