

## **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.