

**Job Title:** MANAGER, FOOD SERVICE  
**Reports to:** Director of Food Service  
**Dept./School:** Food Service Department  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** 2014-2015

### **Primary Purpose**

Supervise, train, and manage campus food service operation. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Central Office administration. Meet health codes, meet USDA-CNP-HAACP regulations, and comply with all Food Service standards, policies and procedures.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED  
Food manager certification or ServSafe certification  
Current Food Handler's Permit or ServSafe certification

### **Special Knowledge/Skills**

Working knowledge of methods, materials, equipment, and appliances used in quantity food preparation  
Ability to manage, train and effectively supervise personnel  
Effective planning, communication and organizational skills  
Ability to learn and operate computer programs used in food service  
Effective math and record keeping skills

### **Experience**

Completion of a sanitation course before or during the first year as manager  
At least three years of experience in institutional food service operations

### **Other**

Must be in good physical condition and able to meet the physical and mental demands of the job

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Cafeteria Management**

1. Produce and maintain work schedules and production records.
2. Direct daily activities in kitchen and cafeteria.
3. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
4. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.
5. Supervise and train employees at campus level, promoting efficiency, morale, and teamwork.
6. Ensure that the Standard Operating Procedures Manual is followed to facilitate communication, job expectations and discipline in the areas of health, hygiene, personnel, funding, resources, etc.

### **Policy, Reports, and Law**

7. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
8. Maintain accurate and timely reports of daily and monthly financial, production, and activity records.
9. Maintain and submit accurate information for payroll reporting (Skyward, tardiness, and absenteeism).
10. Review entire counting and claiming, and money handling procedures, to include computer programs

### **Safety**

11. Ensure that food items are stored in safe and hazard-free environment.
12. Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
13. Maintain safe work environment.

### **Inventory and Equipment**

14. Ensure that appropriate quantities of food and supplies are available, by ordering appropriate quantities according to the menu.
15. Ensure that leftovers/waste are kept at 20 portions or less on a daily basis.
16. Check in all orders and conduct end of month inventories.
17. Maintain logs on all equipment maintenance required within campus food service department.
18. Perform preventive maintenance and report needed equipment repairs.
19. Recommend replacement of existing equipment to meet department needs.
20. Conduct annual physical equipment and supplies inventory.
21. Help train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.
22. Ensure that the quality control system to ensure employee safety is followed.
23. Ensure that proper quantities are prepared and waste is kept to 20 servings and below.

### **Other**

24. Perform any other duties assigned by the supervisor.
25. Maintain confidentiality of information.

### **Supervisory Responsibilities**

26. Supervise and evaluate food service workers assigned to campus cafeteria.

**EQUIPMENT USED**

Large and small commercial kitchen equipment to include electric slicer, mixer, convection ovens, warmers, braiser tilt skillets, sharp cutting tools, dishwasher, and food and utility cart. Computer, calculator, printer, and all other equipment used in the kitchen/cafeteria

**WORKING CONDITIONS**

**Mental Conditions/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling, reaching, moderate lifting (25 lbs.) and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_