STATE CENTER COMMUNITY COLLEGE DISTRICT
FOOD SERVICE MANAGER

DEFINITION
Under direction plans and supervises the operation of a college cafeteria, snack bar, lounge, staff dining room, campus vending and catering services.

DISTINGUISHING CHARACTERISTICS
This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

EXAMPLES OF DUTIES
Duties include:
- Planning, assigning and supervising the work of cafeteria personnel in the preparation and serving of food to students and staff.
- Checking quality of foods served and inspecting cafeteria for sanitation standards.
- Planning and writing menus.
- Estimating needed quantities, purchasing, receiving, and checking food stuffs and supplies.
- Maintaining inventory of stock.
- Arranging for preparation and serving of meals for special occasions.
- Supervising the cleaning of kitchen, kitchen equipment and eating utensils.
- Interviewing, hiring, and instructing new personnel in methods and procedures of tasks assigned.
- Setting up work schedules to cover serving of three meals a day.
- Making oral and written reports.
- Maintaining financial food records.
- Providing on-campus catering and vending services.
- Providing support services for summer and other programs as needed.

EMPLOYMENT STANDARDS

Education:
- Bachelor’s degree in food service management or related area from an accredited institution or an Associate’s degree in culinary arts or hospitality and restaurant management, or closely related area from an accredited institution.

Licenses/Certificates:
- Valid Driver’s License
- ServSafe Certification

Experience:
- Considerable supervisory experience preparing and serving food, ordering of food supplies in a large organizational setting such as cafeteria, hotel, or restaurant for at least 100 persons at the main daily meal and including fast food, cafeteria, vending and catering operations.

Knowledge:
- Knowledge of principles and practices of institutional food services management to include:
o Supervision of food service workers.
  o Principles and methods of menu planning.
• Knowledge of sanitation and safety methods and procedures such as sanitizing pans, utensils, equipment and preparation areas; as well as large-scale preparation, handling, and serving foods to a variety of customers.

• Knowledge of common food service machines used in baking breads, pies, cakes, and other related items.

• Knowledge of food preparation techniques in order to supervise the preparation of visually attractive meals.

• Knowledge of food storage techniques and rotation of perishable foods.

• Knowledge of basic math, measurements, and weights.

• Knowledge of budget development and maintenance of budget controls.

• Knowledge of service quality and food merchandising.

Skills:
• Skill to plan menus affording a varied and properly balanced diet.
• Skill to estimate food quantities needed and to order correct amounts for economical food service, supervise and instruct a staff of helpers.
• Skill to operate common mechanical appliances found in the cafeteria, keep records and prepare reports.
• Skill to employ simple mathematical techniques in order to calculate quantities of ingredients.
• Skill to rapidly learn and acquire skills in areas and technologies not previously assigned as it relates to the food service field.
• Skill to prioritize workload and conflicting demands.
• Skill to interpret and apply college and district policies and procedures.
• Skill to assign, monitor, and review the work of others.
• Skill to appropriately interact with students, staff, faculty and public.
• Skill to receive and follow instructions in order to build and maintain effective working relationships.

Abilities:
• Ability to operate computers and their peripherals.

• Ability to use current common software applications in order to accurately enter and retrieve data.

• Ability to maintain consistent, punctual and regular attendance.

• Ability to lift and carry moderately heavy pans and/or pots of cooked and baked goods using a cart as appropriate.

• Ability to maintain consistent, punctual and regular attendance.
Working conditions which may occur:

- Work inside protected from the weather.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Heat exposure relating to kitchen appliances and machinery.
- May be required to travel to sites other than assigned location.
- This is a management position, exempt from overtime provisions of the FLSA. The scheduled hours are based on business needs and changes may frequently occur.

Examples of physical ability requirements necessary to perform the above job duties:

- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as whipping ingredients or kneading bread. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at food in the oven or reading recipes. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with different food ingredients. (Color Discrimination)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

Examples of mental ability requirements necessary to perform the above job duties:

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
- Concentrate on a task over a period of time without being distracted. (Selective Attention)
- Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time sharing)
- Remember information such as words, numbers, pictures, and procedures. (Memorization)
- Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
- Identify and understand the speech of another person. (Speech Recognition)
- Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
- Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
- Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
- Read and understand information and ideas presented in writing. (Written Comprehension)
• Communicate information and ideas in writing so others will understand. (Written Expression)