

**FOOD SERVICE MANAGER
MODESTO JUNIOR COLLEGE**

DEFINITION

Under administrative direction plans, organizes, directs and manages the Food Service program and Coffee shop; implements operational procedures designed to ensure a cost effective and cost beneficial operation; serves as a resource to District personnel regarding Food Services and performs other related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Vice President of College and Administrative services.

Provides direct supervision to lower level technical and support staff assigned to Food Services operations.

EXAMPLES OF DUTIES

- Plan, organize, coordinate, and direct the Food Service and Coffee Shop units.
- Supervise full-time, temporary, and student food service staff in the operations of all Food Service and Coffee Shop facilities, develop production schedules, assign and review the work of subordinates involved in the day to day operations.
- Develop and manage the annual budget, authorize expenditures, supervise maintenance of accounting records of income and expenditures
- Direct, coordinate, analyze financial reports, profit and loss statements;
- Maintain various accounting records including reviewing accuracy of accounts payable invoices, assigning of account codes, and creating catering invoices for accounts receivables.
- Maintain daily balancing of cash registers and cash deposit; maintain files, track daily sales, and daily worksheets.
- Coordinate catering events, order food, supplies, quote pricing, develop menus, and schedule events.
- Plan, organize, and direct weekly, monthly, and quarterly sales plans for each unit; set and monitor sales goals; provide cost analysis to insure current pricing stability.
- Develop and manage annual budget for each unit; authorize expenditures within established guidelines.
- Review inventory levels on an on-going basis and implementation and maintenance of inventory and expenditure control procedures.
- Monitor and evaluate the purchase, receiving, storage, and distribution of food service and supplies, material, and equipment.
- Plan, organize, develop, and implement policies and operation procedures that ensure adherence to District, State and Federal policies, regulations and guidelines.

- Review, monitor, and evaluate the performance of Food Service personnel; responsible for the recruitment and selection of Food Service personnel.
- Plan, organize, and conduct personnel in-service and orientation training programs, as necessary.
- Confer with and advise District personnel regarding Food Service personnel or other problems, issues, and concerns, and recommend alternative problem solutions.
- Establish and maintain standards for quality and quantity control, cleanliness, and sanitation.
- Prepare or assist in the preparation of specifications for Food Service supplies, material, and equipment; meet with large vendors to negotiate pricing and terms of contracts.
- Plan, organize, develop, and maintain a data management, storage and retrieval system.
- Perform other duties as assigned
- .

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- requires occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, procedures, methods, techniques and strategies relative to the management of a comprehensive auxiliary service program.
- Basic principles of retailing and foodservice including prices, discounting, merchandising, planning, stock and inventory control, display and promotion.
- Legal mandates, policies, regulations and guidelines pertaining to a food service and bookstore operations.
- Practices, methods, procedures and strategies of management, organization and supervision.
- Principles and practices of budget preparation and administration.
- Safe and sanitary working methods and procedures.

Ability to:

- Effectively and efficiently plan, organize and direct the functions and activities of a comprehensive auxiliary service program.
- Develop product and service specifications.
- Plan, organize, establish and maintain appropriate, efficient and effective data management, storage and retrieval systems.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal supervision.
- Establish and maintain cooperative organizational and community relationships.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education:** Equivalent to the completion of a Baccalaureate or higher degree with emphasis in institutional food management, culinary management or a closely related field.
- Experience:** Three years of increasingly responsible experience in general, food service and/or culinary operations, with two years supervisory or management experience.

Class Adopted: 7/1/14

Class Amended: