

FOOD SERVICES MANAGER**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 administrative direction from a senior manager/Vice President.

Provides direct supervision to lower level professional, technical and support staff assigned to auxiliary services operations.

ESSENTIAL DUTIES

- Plan, organize, coordinate and direct the Food Service program, including convenience stores and other auxiliary services units.
- Supervise full-time, temporary, and student food services 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.
- Plan, organize and direct weekly, monthly, and quarterly sales plans for each assigned unit; set and monitor sales goal; provide direction where needed.
- Develop and manage annual budgets for each assigned unit; authorize expenditures within established guidelines; supervise maintenance of accounting records of income and expenditures.
- 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 supplies, materials and equipment
- Plan, organize, develop, and implement policies and operational procedures that ensure adherence to District, State and Federal policies, regulations and guidelines.
- Review, monitor and evaluate the performance of Food Services personnel; actively participate in the recruitment and selection of personnel for assigned area.
- Plan, organize and conduct personnel in-service and orientation training programs, as necessary.
- Confer with and advise District personnel regarding Food Services 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, materials and equipment;
- Meet with vendors to negotiate pricing and terms of contracts.
- Plan, organize, develop and maintain a data management, storage and retrieval system.
- Analyze financial reports and profit and loss statements to ensure Food Services is a cost effective operation.
- Coordinate the promotion, advertising and public relations activities for assigned units
- Perform other duties, as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Equivalent to the completion of an Associate's degree with emphasis in management, nutrition, hospitality or related field.
- **Experience:** Five years of increasingly responsible experience in institutional or commercial food services; or an equivalent combination of training and experience, with three years supervisory or management experience preferred.

*Other combinations of education and experience shall be considered.

Knowledge of:

- Principles, procedures, methods, techniques and strategies relative to the management of a comprehensive auxiliary service program;
- Basic principles of retailing and food service including prices, discounting, merchandising, planning, stock and inventory control, display and promotion.
- Legal mandates, policies, regulations and guidelines pertaining to a food service 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.

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

TYPICAL WORKING CONDITIONS

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

Class Adopted: 3/1/09

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