

SENIOR FOOD SERVICES MANAGER

DEFINITION

Plans, organizes, and directs the daily operations of the Culinary Arts Food/Supplies and catering services and cafeteria, with multi-phase operations which include: food franchises, grill operations, soup and salad bar, catering, special events and food service management.

SUPERVISION

General direction is received from Executive Vice-President, Administrative Services.

General supervision is exercised over classified employees and student workers.

EXAMPLES OF DUTIES

Plans, coordinates, and supervises the food services program on a campus which includes food franchises, grill, salad bars, and snack bar services; and catering services for special events.

Oversees and maintains accurate financial records for accounts payable/receivables, profit/loss reports, reimbursements, billings, and invoices.

Establishes standard department procedures for food purchasing, kitchen management, and catering services.

Organizes, schedules, assigns and reviews the work of a large group of employees engaged in food preparation and storage, cooking, serving, inventory control and related activities.

Plans daily menus, and determines item price and portion based on analysis of food, labor, and operating costs.

Purchases foods and supplies directly from vendors based on quality, cost, and availability considerations.

Develops and implements work methods and procedures for all phases of food service operations.

Directs and/or conducts orientation and training programs for food services employees.

Recommends changes/improvements in food services, personnel assignments, facilities and equipment to campus administration.

Prepares annual food services budget, authorizes encumbrances and expenditures; reviews daily accounting of cash receipts; and reviews monthly operating and financial statements with campus administration.

Assures adherence of cafeteria operations to Federal, State, and local laws and regulations concerning health, safety, and sanitation.

Investigates consumer complaints and takes effective action.

Implements security measures to prevent theft and vandalism.

Prepares reports and correspondence related to food service operations.

Participates in the preparation of plans, layouts, and specifications for new equipment and facilities.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of management of multi-phase food service operations.

Methods of quantity cooking and food preparation, nutrition and menu planning
Use and care of food service equipment.

Principles and practices of institutional food services management.

Principles and methods of menu planning and nutrition

Proper and sanitary methods of preparing, cooking, serving, and storing foods.

Basic kitchen machines and utensils.

Budget development and maintenance of budget controls.

Quality service and marketing.

Ability to:

Manage a large, multi-phase food services operation.

Implement and maintain operational policies and quality control procedures in accordance with food industry standards.

Supervise and instruct assigned staff and student workers.

Prepare and maintain budgets and reports.

Establish and maintain effective relationships with District personnel and students.

Set up and maintain a computerized record keeping system.

Interview and coordinate with prospective clients/customers.

Plan menus affording a varied and properly balanced diet.

Estimate food quantities needed and to order correct amounts for Lab and Special Events.

Learn and apply college and district policies and procedures.

EMPLOYMENT STANDARDS

Minimum Requirements:

AA or AS degree from an accredited institution in culinary arts, hospitality/restaurant management or related field or graduate of an accredited Culinary Arts School.

and

Minimum of three years of relevant industry experience at a Chef level or higher.

and

Two years of recent paid supervisory experience in a commercial or institutional food services establishment.

Desirable Qualifications:

Bachelor's degree or higher from an accredited institution in culinary arts, hospitality/restaurant management or related field.

Chef training.

Knowledge of Federal, State, and local laws and regulations concerning health, safety and sanitation.