Job Title: Food Services Manager

MAJOR DUTIES

- Plans menu for meals prepared/served for students, staff, visitors, and special functions;
- Makes menu adjustments based on available food items;
- Researches costs and places orders for food items, supplies and equipment;
- Monitors deliveries by checking packing slips and invoices;
- Observes food preparation/service to ensure safe food handling and safety practices are being followed;
- Conducts sanitation and safety inspections of food service equipment and the facility;
- Interviews applicants and makes hiring recommendations;
- Approves staff work schedules, verifies timesheets for hourly-paid employees, and monitors use of leave. Balances cash registers; prepares deposits;
- Prepares and submits for approval an annual food service operations budget;
- Coordinates work orders with maintenance department for timely repair, replacement, and/or preventive maintenance work on equipment;
- Identifies staff training needs and schedules appropriate training;
- Instructs all employees in sanitary food handling and maintenance of the facility;
- Communicates with the representative of the Health Authority about effectiveness of training programs;
- Operates cash register and debit card machine;
- Assists staff in preparing/serving food for students, staff, visitors, banquets, civic groups, and receptions;
- Assists staff in cleaning kitchen, serving, and dining areas.

COMPETENCIES

- Knowledge of basic food safety practices for preparing and serving food
- Knowledge of county health department guidelines
- Knowledge of and experience using commercial food service equipment
- Knowledge of personal hygiene
- Knowledge of proper cleaning methods and uses of correct chemicals
- Knowledge of cash register operation
- Cooking and baking skills
- Skill in the operation of computers and job related software programs
- Basic accounting skills
- Skill in interpersonal relations and in dealing with the public
Oral and written communication skills
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

High school diploma or GED *and* Three (3) years of work experience in preparing, cooking and serving a variety of foods in a commercial food service operation

Have passed a suitable training program for food managers accredited by the International Conference for Food Protection

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.