

**PERALTA COMMUNITY COLLEGE DISTRICT - December 15, 2008**

**CLASSIFIED MANAGEMENT JOB DESCRIPTION**

**FOOD SERVICE MANAGER  
(Management Salary Range 1)  
Job Code: 746**

**CLASS PURPOSE**

Under the general direction of the Business and Administrative Services Manager, the Food Service Manager manages the overall operations of the Student Center Cafeteria, the Beginner's Inn Restaurant and all catering operations for the College.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Manage the overall food service operations of the College in consultation with culinary faculty. Supervise the Food Service Supervisor, cafeteria and restaurant staff, laundry service worker and student employees.
- Create and maintain written procedures for all food service areas and functions.
- Ensures new personnel and current staff are properly and consistently trained on policies and procedures.
- Consistent with District policies, procedures and union agreements, establishes and supervises activities related to selection, evaluation, discipline and grievance processing for classified food service personnel and student workers.
- Implement and maintain computing systems to drive important processes such as sales, cost control, cash handling, scheduling, inventory, staffing and training. Manage accounts receivable for catering events. Balance all cash, credit card and departmental transactions; verify accuracy of daily reports and insure that sales registers accurately reflect all charges and payment types. Audit and prepare requisitions to pay all food service related invoices. Report sales, receipts and costs to management on a weekly, monthly and annual basis.
- Direct staffing operations; establish detailed procedures for handling large sums of money; and set schedules for taking inventory.
- Maintain inventories for culinary kitchens in the student cafeteria and the college restaurant. Purchase food, select and plan menus (in consultation with culinary faculty), oversee staffing of kitchen, dining room and cashiering operations.
- Maintain health, safety and sanitation levels of all food operations including all kitchen functions, dining rooms, food storage, and service areas. Inspect the premises for health, safety and sanitation regulation compliance.

**Job Description: Food Service Manager**

- Estimate cost of food and beverage, and requisition or purchase supplies. Purchase food and equipment.
- Handle all problems associated with food service functions and manage the unexpected issues in a professional manner.
- Implement new ways to streamline processing. Research and suggest equipment and/or software to use to streamline ways to track food products such as baking items, sandwiches and other products.
- Conduct research projects to improve existing programs. Consult with college administrators to develop and establish policies and procedures.
- Coordinate the overall operations of menu planning, banquet and catering activities, staffing functions, and interact with customers and vendors.
- Establish standards for personnel performance, service to customers, menu rates and advertising and publicity.
- Provide cross coverage for all food service areas as needed.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. A Bachelor's Degree from an accredited college or university in business or a related field and three (3) years of management experience in food service, dietary or related management experience in unit operations to include food preparation, distribution, service and record maintenance.
2. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Demonstrated leadership knowledge, skills, and abilities including initiative, team building, results orientation, customer service, planning and organization, creativity, and innovation.
- Technical proficiency in food service including: food service handler certification and knowledge of health code standards.
- Skill in marketing and merchandising procedures.
- Working knowledge of industry standards (key result indicators).
- Strong organizational skills.
- Computer literacy. Demonstrates strong verbal and written communication skills.

**Job Description:** Food Service Manager

## **ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

## **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13