



Position: Food Services Manager	Position Number:
Department/Site: Administrative Services	FLSA: Exempt - Administrative (Classified Administrator)
Reports to: Vice President of Administrative Services or assigned administrator	Salary Range:

DEFINITION

Under general direction, plans, organizes, oversees, and coordinates the operations of the District food services, vending, and catering operations including the oversight and supervision of various food services sites, menu preparation and pricing, and ensuring health, safety, and sanitation compliance; implements operational procedures designed to ensure a cost-effective and beneficial operation; serves as a resource to District personnel regarding food services; works closely with other campus commercial vendors such as the campus bookstore and independently operated food services; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Administrative Services or assigned administrator. Exercises direct and general direction over assigned support staff and student workers.

CLASS CHARACTERISTICS

This is a management classification that oversees, coordinates, and participates in the operations and activities for food services for the District. The incumbent organizes and oversees day-to-day activities and is responsible for providing support to the Vice President of Administrative Services. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Plans, coordinates, organizes, monitors, and evaluates the District's food services and activities, including menu preparation and pricing, vending operations, catering, and food service areas.
- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within unit policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Selects, trains, motivates, and directs unit personnel; evaluates and reviews work for acceptability and conformance with unit standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages and participates in the development and administration of the unit's annual budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; directs and implements adjustments as necessary.
- Maintains inventories for all food service sites, including culinary kitchens in the student food service areas, and any snack bars, coffee bars, sandwich shops, and catering services; conducts product

sampling, cost studies and other tests, and analyzes market reports and forecasts for the purpose of purchasing food and supplies; prepares specifications and purchases cafeteria equipment.

- Develops recipes and selects and plans menus; arranges for preparation and serving of meals for special occasions.
- Maintains health, safety, and sanitation levels of all food operations including all kitchen functions, dining rooms, food storage, and service areas; inspects the premises for health, safety and sanitation regulation compliance; obtains and maintains all required state, county, and city permits and licenses for food service operation.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of food services as they relate to the areas of assignment.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.
- Stays abreast of new trends and innovations in food services; researches emerging products and enhancements and their applicability to District needs.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- The development, implementation, and assessment of -service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Principles and practices of menu planning
- Principles and practices of sanitary methods of preparing, cooking, serving, and storing of foods; basic kitchen machines and utensils.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.

- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan menus affording a varied and properly balanced diet.
- Estimate quantities needed; order correct amounts for economical food service.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office and kitchen equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- An associate’s degree in culinary arts, food service management, hotel and restaurant management, hospitality management, or a related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Two (2) years of administrative leadership experience in supervising the preparation and serving of food in a cafeteria, hotel, restaurant, or similar setting.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in the kitchen and use commercial kitchen equipment, including an oven and a grill; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office, partially a field classification, and standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, to operate standard office equipment and commercial kitchen equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information and to retrieve food produce and kitchen equipment such as pots and pans. Employees must possess the ability to regularly lift, carry, push, and pull materials and objects weighing up to 40 pounds and occasionally up to 65 pounds.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in the kitchen and are exposed to loud noise levels, cold and hot temperatures such as when working near ovens or retrieving food from freezers, vibration, confining workspace, hazardous physical substances and fumes. Employees may interact with

upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.