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<b>Functional Title:</b>	Food Service Manager	<b>Job Code:</b>	0012-CS595
<b>Classification Series:</b>	Food Service Management	<b>Band/Zone:</b>	H1
<b>Department:</b>	Housing, Dining, and Guest Services	<b>FLSA:</b>	Non exempt
<b>Date:</b>	July 1997		

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**General Function:**

Performs a variety of administrative tasks related to the operation of the University's Food Services.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Oversees activities of unit; establishes policies and procedures; sets goals and priorities; ensures the smooth flow of operations; enforces rules and regulations.
- 2) Supervises staff; recommends hiring; makes recommendations on discipline and termination; establishes schedule and assigns tasks; monitors and evaluates performance.
- 3) Monitors and reviews completed tasks; ensures that any necessary changes or corrections are made.
- 4) Develops forecasts on material, supply, and equipment needs; places orders for materials and supplies.
- 5) Oversees maintenance of facility; ensures that any needed facility or equipment maintenance or repairs are made.
- 6) Performs a variety of administrative tasks including handling administrative paperwork and maintaining records, reviewing financial and banking activities, and resolving customer complaints.

**Reporting Relationships:**

Direction Received: Reports to Manager of Food Service Operations.

Direction Given: Functional guidance to classified staff (Food Service Assistants) and direct administrative supervision of a group of student employees on an on-going basis.

**Minimum Requirements:**

Requires and Associates Degree in Food Service field and three years of experience in large scale commercial food preparation facility, or an equivalent of education and experience.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of general business administration techniques; knowledge of food preparation and sanitation techniques; supervisory skills; knowledge of computer and office applications.

**Working Conditions:**

Physical effort usually requires considerable walking and standing with some lifting of materials weighing 25 to 50 pounds. Periodic assignments given which entail dealing with modestly unpleasant physical situations.