

CLASS SPECIFICATION FOR
Food Service Manager

GENERAL STATEMENT OF DUTIES: Plans and directs the operation of the Government Center cafeteria and special-events catering services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this single-position class develops, implements and supervises a food service program to serve a variety of nutritious and attractive meals. The incumbent is also responsible for offering and managing catering services for special events and functions. General supervision and policy directions are received from the Assistant Director of General Services for Support Services, but the major review of work is made through the smooth operation of the cafeteria and through comments received from employees. Supervision is exercised over cafeteria workers.

EXAMPLES OF WORK (illustrative only):

- Develops plans and standards for a food service program;
- Upon approval, implements the food service program and any changes to it;
- Plans nutritious, attractive and well-balanced meals;
- Plans and prepares food for County functions such as receptions, ceremonies, dedications, etc.;
- Interviews, hires and disciplines food service employees;
- Recommends price structure for meals and prices each item served;
- Trains and supervises food service employees;
- Establishes work schedule for staff;
- Plans, orders and receives equipment and food supplies;
- Recommends operating budget and works within budget authorized;
- Supervises the preparation and serving of food including such considerations as taste, serving size and quality;
- Sets and maintains standards of food service and sanitation;
- Keeps records and prepares reports;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of nutrition and dietetics; extensive knowledge of the administration and operation of a food service program; ability to plan and direct the work of employees; ability to plan and direct a large scale food service operation; ability to effect and maintain good working relationships with employees and patrons; good judgment; integrity; tact; initiative and ingenuity; ability to lift and maneuver food and food service equipment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in a field related to foods, nutrition or dietary management and three (3) years of experience supervising a food service operation; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.