

# CLASSIFICATION SPECIFICATION

## Assistant Food Services Manager

FT/PT Class Code: 7048, 7548      Pay Grade: B/C 12      FLSA: Non-Exempt      Est. 07/01/15

**SUMMARY STATEMENT:** An incumbent plans, assigns, reviews, and evaluates campus cafeteria staff involved in all aspects of cafeteria daily operations. An incumbent applies the principles, practices, and technical oversight to support the efficient operation of the cafeteria in various areas pertaining to preparation, production, safety, sanitation, storage, training, inventory control, and catering services and ensures compliance with established standards, policies, and procedures.

### NATURE AND SCOPE:

A class incumbent works under the direction of the Conference Center and Food Services Manager II, and is responsible for planning, assigning, reviewing, and evaluating the work of staff involved in food preparation and the cleaning of kitchen areas, dishes, and utensils. A class incumbent distributes work assignments, trains, supervises, and evaluates subordinate employees. Work includes utilization of various techniques and equipment in preparing and cooking a variety of food items using various methods and processes, including ensuring quality control by sampling prepared foods and monitoring portions.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Applies food service principles, practices and methods governing food preparation activities such as food handling, proper storage and temperature control, and cleaning of kitchen equipment and utensils to comply with safety and sanitation standards and ensures staff compliance in these areas. Trains, supervises, evaluates, and assigns work to subordinate staff involved in kitchen and dining area work.
2. Maintains daily financial accountability of the cafeteria, including ensuring cash handling procedures are followed. Verifies daily cafeteria sales, monies, and credit card amounts.
3. Prepares weekly menus including calculating menu prices. Ensures that menus provided for summer camps meet state and federal guidelines for meals provided to children.
4. Coordinates and directs catering functions, including: discussing client needs with the client; preparing catering forms for staff to follow; ordering catering event food and beverage supplies; organizing food preparation and room setup/breakdown; and calculating the appropriate cost to cover the cost of food and labor.
5. Orders and receives cafeteria food and beverage deliveries and checks delivery contents to verify product quality and quantity. Signs invoices and ensures they are submitted for payment.
6. Investigates and resolves any complaints regarding food quality or service.
7. Submits and follows up on work orders for kitchen equipment and repairs. Ensures work from outside contractors is scheduled for trash removal, pest control, and grease removal.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

8. Attends and participates in departmental meetings.
9. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of proper methods and procedures of food handling and serving.
- ◇ Knowledge of cleaning methods and procedures applicable to food service.
- ◇ Knowledge of departmental rules, regulations, policies, and standard procedures.
- ◇ Knowledge of supervisory principles and practices.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to operate food service equipment.
- ◇ Ability to assign, train, supervise, and evaluate the work of subordinates.
- ◇ Ability to keep records and prepare reports

**MINIMUM QUALIFICATIONS:**

- ◇ Associate degree in a relevant field, and four (4) years of relevant experience in food service work in a commercial setting; or other equivalent combination of education and experience.
- ◇ Possession of or eligibility for a Food Service Sanitation Certification at the time of application and during employment in this position.