

CLASSIFICATION SPECIFICATION

Conference Center and Food Services Manager I

FT/PT Class Code: 3086, 3586 Pay Grade: B/C 15 FLSA: Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for managing the Conference Center, Cafeteria, and Catering services at one campus location.

NATURE AND SCOPE:

An incumbent is responsible for the overall operation, budgeting, and development of all aspects of the conference center, cafeteria, and catering services at one campus location. In addition, an incumbent is responsible for the administration, accounting, and monitoring of incoming revenues of these profit centers.

PRINCIPAL ACCOUNTABILITIES:

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

1. Oversees and directly participates in the operation, budgeting and development of all aspects of the Conference Center at one campus location, including the supervision of staff, contracts, billing, planning, scheduling, inquiries, etc.
2. Oversees and directly participates in the operation, budgeting and development of all aspects of the Cafeteria at one campus location, including supervision of staff, deposits, billing, planning, inventory control, food-cost control and labor-cost control. Monitors the food safety and sanitation of the Cafeteria.
3. Oversees and directly participates in the operation, budgeting and development of all aspects of Catering Services at one campus location, including supervision of staff, contracts, billing, menu planning, inquiries, profit analysis, and scheduling.
4. Monitors incoming revenues to ensure payroll and other expenses are met and ensures that College accounting procedures are followed by staff.
5. Develops additional campus wide contractual agreements with companies, trade associations, and government agencies for facilities and services based on resource availability.
6. Plans, organizes, develops and implements office strategies and procedures to improve the overall effectiveness of operations and customer service in the Cafeteria and/or Conference Center.
7. Trains, supervises and evaluates subordinates.
8. Recommends applicants for hiring.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College operations, policies, practices, and procedures.
- ◇ Knowledge of budgeting and accounting principles and practices.
- ◇ Knowledge of procurement and inventory controls.
- ◇ Knowledge of spreadsheet, database management, and financial management computer software.
- ◇ Knowledge of the principles of working with profit center operations.
- ◇ Knowledge of food services principles and practices including safety, sanitation, and HACCP (Hazard Analysis Critical Control Point).
- ◇ Strong writing and interpersonal skills.
- ◇ Strong organizational and analytical skills.
- ◇ Ability to oversee, train, and evaluate support employees.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field.
- ◇ Four (4) years of relevant experience, including supervision; or equivalent additional years of education.
- ◇ Possession of or eligibility for a Food Service Sanitation Certification at the time of application and during employment in this position.