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## Auburn University Job Description

Job Title: **Mgr, Food Services**

Job Family: No Family

Job Code: **CA04**

Grade 31: \$31,300 - \$52,100

FLSA status: Exempt

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### Job Summary

Supervises in all aspects of food service planning, preparation, oversight and supervision of staff.

### Essential Functions

1. Prepare kitchen for meal preparation.
2. Keeps kitchen and equipment used in meal preparation cleaned properly.
3. Places food and supply orders with vendors and checks invoices and inventories all food and supplies.
4. Instructs new employees on department policies and procedures, health department regulations and on safety and proper procedures in the kitchen.
5. Plans and organizes the daily meals.
6. Instructs cooks on meal preparation, quantity of food to prepare and instructions on new menu items and/or special needs.
7. Coordinates work schedule for staffing needs.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	4	Experience in food services including food preparation and use of cooking equipment

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of state and local health department regulations related to food storage and preparation.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012

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