



JOB INFORMATION

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| Job Code | CA04 |
| Job Description Title | Mgr, Food Services |
| Pay Grade | CP08 |
| Range Minimum | \$42,890 |
| 33rd % | \$51,470 |
| Range Midpoint | \$55,760 |
| 67th % | \$60,050 |
| Range Maximum | \$68,630 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/4/2012 |

JOB FAMILY AND FUNCTION

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|---------------|-----------------|
| Job Family: | Campus Services |
| Job Function: | Campus Dining |

JOB SUMMARY

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

RESPONSIBILITIES

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

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| 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. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-----------------|-----------------------------------|-----|---------------------|---|--|
| High School | High School Diploma or equivalent | And | 4 years of | Experience in food services including food preparation and use of cooking equipment | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | X | | | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | X | | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | | X | |
| Extreme heat | | | | X | |
| Humidity | | | | X | |
| Wet | | | | X | |
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

Vision Requirements:

Ability to see information in print and/or electronically.