



# Food Service Manager

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
FOOD SERVICE MANAGER I	8108	A13	\$32,439 - \$49,388
FOOD SERVICE MANAGER II	8109	A15	\$35,976 - \$55,045
FOOD SERVICE MANAGER III	8110	A17	\$39,976 - \$61,399
FOOD SERVICE MANAGER IV	8111	A19	\$45,244 - \$72,408

## GENERAL DESCRIPTION

Performs food service supervisory work, involving oversight of daily food preparation and service and ensuring compliance with prescribed sanitation and safety rules.

## DISTINGUISHING CHARACTERISTICS

The Food Service Manager job classification series is intended for those employees who are typically considered first-line supervisors and assume responsibility for, and participate in, the daily activities of food service work.

## EXAMPLES OF WORK PERFORMED

Supervises the preparation and serving of meals and snacks.

Supervises the set-up of dining rooms for service and the designation of lines and equipment to be used.

Maintains records required by government agencies regarding sanitation and/or food subsidies.

Ensures that dining, service, and food preparation areas are properly organized and cleaned and that food preparation equipment, dishes, and utensils are properly cleaned and sanitized.

Ensures that perishables and frozen foods are stored under correct temperatures and conditions.

Inspects dining, service, and food preparation areas, and food conveyors, for compliance with sanitation, safety, and health regulations and standards.

Instructs staff on safety rules and regulations, sanitary procedures, food preparation, and the operation of food service equipment.

Inspects food items on arrival for quantity, quality, and temperature conditions.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.*

**Note:** *Distinctions between levels may depend on a variety of factors including the scope of responsibility, oversight, and authority; the nature, complexity, or scope of the work performed by the workgroup; the type, size, and nature of the supervised facility; the type of food service provided within the facility; and the employee's related experience and certifications. Other factors may include reporting relationships among other supervisory/managerial staff; and the size, structure and classification of the supervised workgroup.*

**FOOD SERVICES MANAGER I:** Performs routine (journey-level) food service supervisory work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**FOOD SERVICES MANAGER II:** Performs moderately complex (journey-level) food service supervisory work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Ensure that adequate controls are maintained over food preparation quantities and portion sizes.
- Establish food service regulations, procedures, and standards.
- Consult with cooks on food requirements and recipes to be used.

**FOOD SERVICES MANAGER III:** Performs highly complex (senior-level) food service supervisory work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Establish and administer staff in-service training programs on topics such as safety rules and regulations, sanitary procedures, food preparation and portion control, and the operation of food service equipment.
- Calculate food requirement estimates.
- Prepare requisitions for food items, supplies, and equipment.
- Investigate and resolve complaints regarding food quality, service, or accommodations.
- Arrange for equipment maintenance and repairs and coordinate a variety of services, such as waste removal and pest control.

**FOOD SERVICES MANAGER IV:** Performs advanced (senior-level) food service supervisory work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may participate in the preparation of food service budgets.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in food service work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of methods, materials, equipment, and appliances used in quantity food preparation and service; food storage and preservation; and sanitation regulations.
- Skill in the operation, cleaning, and sanitizing of food service appliances and equipment.
- Ability to calculate food requirements, to maintain accurate records and inventories, to prepare food service budgets and requisitions, and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a food manager by the Department of State Health Services.