



# Food Service Manager IV

Salary Group: A18

Class Code: 8111

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
FOOD SERVICE MANAGER I	8108	A12	\$27,840 - \$43,798
FOOD SERVICE MANAGER II	8109	A14	\$31,144 - \$49,134
FOOD SERVICE MANAGER III	8110	A16	\$34,918 - \$55,130
<b>FOOD SERVICE MANAGER IV</b>	<b>8111</b>	<b>A18</b>	<b>\$39,521 - \$64,449</b>

## GENERAL DESCRIPTION

Performs advanced (senior-level) food service supervisory work. Work involves supervising and planning food preparation and service; ensuring prescribed sanitation and safety rules are maintained; calculating food requirements; and preparing reports. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Supervises the preparation and serving of meals.

Supervises the setup of dining rooms for service and the designation of lines and equipment to be used.

Ensures dining, service, and food preparation areas are maintained in a clean manner and ensures food preparation equipment is properly cleaned and sanitized.

Ensures adequate controls are maintained over food preparation quantities and portion sizes.

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.

Coordinates the inspection of food items on arrival for quantity, quality, and temperature conditions.

Coordinates staff training on safety rules and regulations, sanitary procedures, food preparation and portion control, and the operation of food service equipment.

Calculates food requirement estimates.

Establishes food service regulations, procedures, and standards.

Establishes and administers orientation and in-service training programs.

Consults with cooks on food requirements and recipes to be used.

Reviews and approves requisitions for food items, supplies, and equipment.

Assists in preparing food service budgets.

Supervises the work of others.

Performs related work as assigned.

## **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**

Knowledge of methods, materials, equipment, and appliances used in quantity food preparation and service; of food storage and preservation; and of 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.