

AgriLife Classification Description

Last Updated: 4/17/02

4340
FOOD SERVICE MANAGER I
11/01/01

SUMMARY

General Description: Assists in the management of food services operations and maintains prescribed records and management forms.

DUTIES

Typical: Supervises the proper preparation, quality, and service of food as prescribed by menus and special instructions; ensures that progressive preparation standards are followed as well as portion control and proper garnishing practices; opens and closes dining establishment as directed by supervisors; trains cafeteria workers and other personnel in serving techniques, sanitation procedures and cleaning methods; makes routine inspections of equipment and supplies to ensure their availability; makes recommendations on repairs; participates in production, preparation or service of food in an emergency situation; performs related duties as required.

SUPERVISION

Received: General and special instructions and reviews from administrative supervisor.

Given: General supervision to subordinate personnel as appropriate.

EDUCATION

Required: Bachelor's degree in a related field or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: None.

Preferred: Two years experience in food preparation and service in an institutional or commercial setting; six months in a supervisory position.

LICENSES, CERTIFICATES OR REGISTRATION

Required: Food Handler's card.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Willingness to work long hours and weekends. Use of standard commercial food service equipment.