

AgriLife Classification Description

Last Updated: 4/17/02

4341
FOOD SERVICE MANAGER II
11/01/01

SUMMARY

General Description: Manages food preparation and service, including employing and training personnel, planning menus, and ordering food.

DUTIES

Typical: Acts as manager in the absence of the regularly assigned manager; prepares daily work schedules; assists in computing requirements; conducts oral and written surveys; conducts training programs for employees; supervises catering events; makes time and motion studies; supervises other subordinate personnel as required; ensures that patron counts are properly collected and that all cash receipts are properly handled; makes on the spot corrections as necessary; performs related duties as required.

SUPERVISION

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

Given: General supervision to other subordinates as appropriate.

EDUCATION

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

Preferred: None.

EXPERIENCE

Required: Three years in an institutional or commercial food service operation, with one year in a supervisory capacity.

Preferred: Food preparation background.

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 kitchen and dining equipment.