

Food Service Assistant Manager
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Food Service Manager, the Assistant Food Service Manager plans, organize and supervise the daily activities of the Food Service Operation of the Bakersfield College Cafeteria and Bakersfield College Concession.

Examples of Duties

1. Plan, organize and direct activities involved in daily operation of the cafeteria and concessions.
2. Assure proper storage and utilization of foods and food orders.
3. Manage and oversee the work of all food service personnel for the cafeteria and concessions.
4. Participate in planning, preparing, and administering departmental budgets as it pertains to Food cost, food quality and sanitation requirements.
5. Provide personnel support and supervision.
6. Provide technical support in the areas of production techniques (cooking skills), financial accountability (cash management) and catering systems.
7. Assist in the selection, supervision, training and evaluation of the food service staff and student workers.
8. Oversee preparation of food and beverages for group meetings, staff; stock and run concessions at various events; coordinate food and beverage catering requests from various campus groups, offices and clubs; drive a vehicle to various sites as necessary.
9. Research and recommend purchase of new equipment and materials.
10. Perform other duties as required.

Qualifications

- Associates Degree from an accredited college/university, or experience equivalent to.
- Five (5) years' experience in responsible leadership in a food service operation
- Possession of California Driver's license.
- Increasingly responsible, successful experience involving food service operation, concession and catering
- Demonstrated sensitivity to an understanding of the diverse socio-economic, cultural, ethnic and disability background of community and team members
- Possession of/or ability to obtain a valid California Sanitation Certificate

Knowledge and Abilities

Knowledge of:

- Mission of the California Community Colleges and Community College program
- Principle of budget control and personnel management
- Operations and activities involved in production techniques, sanitation requirements, catering techniques and cash management.
- Catering software and Microsoft software such as Excel

Ability to:

- Interpret laws, rules, and regulation pertaining to sanitation, cooking techniques and cash management
- Formulate policy and procedures
- Compile clean accurate reports
- Coordinate and facilitate meetings
- Establish and control budgets
- Establish and maintain effective working relationships

- Effectively supervise staff

Working Conditions

Environment: Food service environment

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to bend and twist, stoop, kneel, push and pull.
1	Ability to stir.
2	Ability to lift 50 pounds.
2	Ability to carry 50 pounds.
3	Ability to reach in all directions.

HAZARDS:

Heat from ovens.

Working around knives, slicers, or other sharp objects.

Status/Rationale

This is a managerial/supervisory position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

5/22/2017