

Food Services Manager
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Vice President, Finance and Administrative Services, the Food Services Manager plans, manages, and supervises the food service operations for Bakersfield College. This may include the main food outlets, concessions, catering and food truck for Bakersfield College. The Manager is the contact for the outside beverages contract and is responsible for Independent Contractor Agreements (ICA) and scheduling of offsite caterers and non-Bakersfield College food trucks. The Manager also performs a variety of technical tasks related to daily food service operations and train and supervise assigned staff.

Examples of Duties

1. Plan, and manage the College's food service operations and activities, including ordering and receiving food supplies, preparing menus, determining portions, prices and yields of items on menus, and preparing and serving food.
2. Train and supervise assigned staff; assign and review work; participate in the selection of personnel; provide staff training; work with employees to correct deficiencies; administer performance evaluations; and recommend employee terminations.
3. Handle and manage all manners of cash management, including but not limited to, accounts payable, purchase orders, accounts receivable, cash counts and daily deposits for all retail food outlets.
4. Develop and implement standards for the operation of an efficient, sanitary and high quality food service program; assure compliance with federal and State laws and regulations, local and State health ordinances, and District policies; recommend goals and objectives for serving and merchandising food products; assist in the development of policies and procedures.
5. Assure proper storage and utilization of foods and food orders.
6. Prepare the preliminary food service operations budget and special events budgets; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; and administer the department budget.

Example of Duties (continued)

7. Contact vendors regarding new products and service problems; determine quantities of food products to order; request orders for products; receive products; and determine quality of products.
8. Monitor operations and take corrective action to prevent financial losses and to resolve incorrect inventories and billings as necessary.
9. Prepare various records and reports related to food service and catering activities, operational procedures and products ordered; provide accurate information for special events and special purchases.
10. 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.
11. Assure proper operation of food service equipment; arrange for equipment maintenance and repairs as needed.
12. Receive and respond to questions or concerns and provide information to customers; investigate complaints; and recommend corrective action as necessary.
13. Develop and coordinate in-service training programs for food services personnel.
14. Serve on committees as needed.
15. Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college/university, preferably in nutrition, business, or related field or equivalent experience.
- Three years of management/supervision experience within food preparation and serving.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of CDC children and families.
- Possession of, or ability to obtain, a valid California driver's license.
- Possession of, or ability to obtain, a valid California Sanitation Certificate.

Knowledge and Abilities

Knowledge of:

- Budget-related administrative assignments.
- Leadership and managerial techniques.
- Personnel and budget management
- General principles and practices of cash management, accounts receivable, accounts payable, and inventory control related to retail sales operations.
- Food service programs, practices, and techniques including preparing, serving and storing large quantities of food.
- Principles and practices of nutrition.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience, and courtesy,
- Relevant federal, state and district food regulations.
- Health and safety regulations.
- Food portion control techniques

Ability to:

- Plan and oversee the preparation of large quantities of food
- Train, supervise, and evaluate personnel.
- Exercise leadership and maintain good working relationships with faculty, students, and staff.
- Effectively communicate orally and in writing.
- Maintain records and prepare reports
- Perform short-and-long-range budget, financial and operational planning
- Collaboratively and productively work with faculty, students, administrators, support staff, and the community
- Effectively work within a system of participatory governance
- Facilitate change in a productive and positive manner
- Foster teamwork and to establish consensus

Working Conditions

Environment: Office

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

Working Conditions (continued)

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit 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 lift 50 pounds.
3	Ability to carry 50 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position operating a complex enterprise organization both on and off campus.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)