

**FOOD SERVICES MANAGER
Diablo Valley College**

DEFINITION

Under general direction to plan, organize, and manage the college food service program; to develop, implement, and monitor the program budget and marketing campaign; to work directly with vendors to meet pricing goals; to direct and supervise the work of assigned staff; and to perform other related duties as assigned.

RESPONSIBILITIES

Duties include, but are not limited to, the following;

Plan, organize, and manage a profitable college food service program.

Determine new locations and methods for effectively and efficiently providing food services to students and staff that meet their scheduling needs.

Devise a strategic marketing plan to attract students and staff consumers; promote food services program and products through special offers and other advertisements.

Develop and maintain the food services program budget; research and recommend equipment purchases; monitor orders placed; and maintain account balances within approved limits.

Negotiate with vendors to obtain the best prices; work with vendors to identify current and changing food products and trends.

Prepare and maintain a variety of written and statistical reports, records, and documents related to the purchase and receipt of food and food related products; performs cost analysis.

Conduct inventories to determine product usage and maintain inventories of products to meet the food program needs.

Assess profitability of existing food program and services; design new menus; make changes to existing food offerings and services to increase consumer participation and to minimize cost and waste.

Establish and monitor internal procedures and controls related to cash collections and disbursements.

Review and approve hiring recommendations; supervise classified and hourly staff; assign and review work; conduct employee performance evaluations; recommend disciplinary action as needed.

Perform other related duties as required.

REPORTING RELATIONSHIPS

The Food Services Manager reports directly to the Director of Business Services.

The Food Services Manager directly supervises assigned classified and hourly staff.

MINIMUM QUALIFICATIONS

(over)

Knowledge of:

Methods, practices, and procedures involved in the operation of a large-scale food service program.
Manual and computerized cashiering, accounting, and food inventory systems.
Menu planning techniques.
Applicable Health and Safety codes.
Budgeting principles and methods.
Marketing plans.
Methods and techniques for inventory and control.
Personnel management practices including supervision, training, and evaluation.

Ability to:

Plan, organize, and manage a profitable large-scale operation.
Train, supervise, and evaluate staff.
Develop and maintain a program budget.
Prepare and maintain clear, concise, and accurate records and reports.
Devise and implement an effective marketing plan.
Remain current on food trends and products; negotiate to obtain the best prices.
Maintain adequate, accurate inventories.
Identify problems; develop proposals; assess alternative solutions; take needed action.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with those contacted in the performance of duties.

Education and Experience

Any combination of education and experience providing the needed knowledge and skills would be qualifying.
A typical way to obtain the necessary qualifications would be as follows:

Education

A bachelor's degree from an accredited college or university in restaurant management, business management, or a closely related field.

Experience

Four (4) years of increasingly responsible experience operating a large scale food service operation of which at least one (1) year included providing direct or functional supervision to other staff.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays; demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.

(continued)

PHYSICAL DEMANDS (continued)

- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrates ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrates the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrates the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrates ability to input necessary data into computer terminal and/or create documents, and reports needed to perform the essential functions of this position.
- Demonstrates an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.