



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

**Assistant Food Service
General Manager**

MANAGER ROLE

Career Series: Housekeeping and Food Service	Job Code: 12134 Grade: D	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
---	---	---------------------------------------	-------------------------------------

JOB SUMMARY

Under general direction, the specialized classification is responsible for completing complex tasks, interpreting procedures and policies, directing and supervising the work of other employees and has administrative operation responsibility for the unit as necessary. This classification requires extensive knowledge of food service preparation and management, inventory control, food purchasing, sanitation and safety, cost control and records, customer service, menu planning, and supervisory principles and techniques in order to assist in food service management of the facility and supervise staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Forecasts, orders, and controls inventory for dining facility.
2. Processes external carryout orders for customers.
3. Posts bills from vendors to ensure proper billing and forecasting.
4. Provides supervision and training to the dining facility staff.
5. Develops strong internal and external customer relations.
6. Performs administrative and operational tasks for dining facility, and acts in the absence of the General Manager.
7. Coordinates special events and assists in menu planning.
8. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of food service preparation and management; inventory control; food purchasing, sanitation and safety; cost control and records; menu planning; customer service; and supervisory principles and techniques. Skill in operation of computer. Ability to understand system of food service procedures; and act in the absence of the General Manager.

Minimum education & experience required (including training, registration & licensure)

2 yr. training program in food service preparation, 1 yr. experience in food preparation and management, inventory control, food purchasing, sanitation, and safety, and cost control and records. 6 mos. training or 6 mos. experience in supervisory principles and techniques. 1 course or 3 mos. experience in operation of computer.

-Or 36 mos. experience in food service preparation and management, inventory control, food purchasing, sanitation, and safety, and cost control and records. 6 mos. training or 6 mos. experience in supervisory principles and techniques. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity