



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Food Service Manager

MANAGER ROLE

Career Series: Housekeeping and Food Service	Job Code: 12133 Grade: D	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under general direction, the managerial level classification has decision-making responsibility and recommends and interprets policies and procedures. This classification requires knowledge of food service preparation and management, customer service, sanitation and safety, cost control and records, and supervisory principles and techniques in order to assist the production manager in the daily operations of the facility and supervise staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists the manager and the production manager in carrying out the daily operational responsibilities of the facility.
2. Hires, schedules, and trains student staff.
3. Provides supervision and training to the facility staff.
4. Develops strong internal and external customer relations.
5. Performs administrative and operational tasks for dining facility, and acts in the absence of the production manager.
6. Responsible for general facility sanitation and safety.
7. 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 properties, sanitation and safety; customer service; and supervisory principles and techniques. Skill in operation of computer. Ability to understand system of food service procedures; oversee daily operation of the facility; and resolve complaints.

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

- 1 yr. training program in food service preparation, and 1 yr. experience in food preparation and management, sanitation, and safety, and cost control and records. 3 mos. training or 3 mos. experience in supervisory principles and techniques. 1 course or 3 mos. experience in operation of computer.
- Or 24 mos. experience in food service preparation and management, sanitation, and safety, and cost control and records. 3 mos. training or 3 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