AUBURN
Human Resources

Mgr, Food Services
Job Description

JOB INFORMATION

Job Code	CA04
Job Description Title	Mgr, Food Services
Pay Grade	CP08
Range Minimum	$45,500
33rd %	$54,600
Range Midpoint	$59,150
67th %	$63,700
Range Maximum	$72,800
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Dining

JOB SUMMARY

Supervises in all aspects of food service planning, preparation, oversight and supervision of staff.

RESPONSIBILITIES

- Prepare kitchen for meal preparation.
- Keeps kitchen and equipment used in meal preparation cleaned properly.
- Places food and supply orders with vendors and checks invoices and inventories all food and supplies.
- Instructs new employees on department policies and procedures, health department regulations and on safety and proper procedures in the kitchen.
- Plans and organizes the daily meals.
- Instructs cooks on meal preparation, quantity of food to prepare and instructions on new menu items and/or special needs.
- Coordinates work schedule for staffing needs.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	4 years of	experience in food services including food preparation and use of cooking equipment	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of state and local health department regulations related to food storage and preparation.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		50
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.