



## FOOD SERVICES JOB FAMILY

### CAREER PATH

#### **Food Service Manager**

This is advanced supervisory/managerial food services work. An employee at this level is accountable for the oversight of food preparation and service in accordance with dietetic principles, conducting and maintaining inventories, completing requisitions for food and supply items, and maintaining financial records and budget information for food service costs. Additional duties include making hiring recommendations; training staff; planning, assigning, and reviewing work; and providing performance assessments, coaching, and progressive discipline. An employee may also be responsible for maintaining compliance with United States Department of Agriculture (USDA) regulations.

#### **Knowledge, Skills, and Abilities**

In addition to those identified in the previous levels within this career path:

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all areas of food service, as well as the laws, principles, and practices as they are related to implementation within the agency.

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.



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Ability to prepare and maintain records of food usage and per capita costs.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to demonstrate successful performance in the development of short and long-range plans that meet established objectives and contribute to the overall goals and mission of the agency.

Ability to demonstrate successful performance in the development of presentations and training programs, as well as in presenting and training others in the performance of duties.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop statistical reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work long hours while standing.

Ability to move and transfer objects weighing 50 pounds or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Associate degree from an accredited institution and two years of supervisory experience.



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Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

#### **Necessary Special Requirements**

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

Possess and maintain membership in at least one food service organization.

Possess and maintain certification in at least one food service organization.

**Pay grade:** 18

**FLSA Status:** Non-Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 04/30/2024

**Reviewed:** 04/30/2024

**Revised:** --