

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Assistant Manager, Food Services

BASIC FUNCTION: Under the direction of the appropriate college business office and to the Director of Food Services, this position is responsible for the leadership and daily management of the assigned District's food service unit by performing the following duties personally or through subordinate staff: delivering a first-class Food Service program; scheduling of employees in food production and distribution of a food service retail program, special catered events and operating within budget limitations. Effectively manages the operation in a prompt, courteous, professional, and efficient manner.

SUPERVISORY RESPONSIBILITIES: Supervises classified personnel, student, and hourly workers.

REPRESENTATIVE DUTIES:

1. Manages and directs daily food service operations in designated unit with a hands-on-approach.
2. Establishes and maintains effective internal controls within department.
3. Delivers the highest quality of food service through existing programs, menu preparation and marketing of food service operations.
4. Trains, supervises, disciplines, and evaluates assigned staff.
5. Implements and follows standardized recipes, correct portioning, and food quality while controlling food, beverages, and labor costs.
6. Directs scheduled catering functions throughout campus with high levels of consistency, efficiency, menu quality and service.
7. Prioritizes employee, customer, and operational needs to ensure issues are handled quickly, effectively, and efficiently.
8. Participates in daily operations including opening and closing of food services department as needed.
9. Promotes positive open communication in a team environment, address complaints and resolve problems.
10. Builds strong campus and community relations to promote a positive image for the District and college.
11. Manages the reconciliation of daily cash receipts and equivalents according to policy standards.
12. Abides by all federal/state governmental, college, union regulations, and labor standards
13. Demonstrates prudent judgment that leads to positive employee morale and culture.
14. Acts as a liaison to contracted vendors.
15. Orders food and beverages; reviews deliveries and invoices to ensure accuracy; maintains invoice log.
16. Works collaboratively with District administrator and Director of Food Service to achieve mutually established goals.
17. Monitors and takes corrective action as needed for department budget, profitability and image of operation.
18. Performs administrative duties daily including (but not limited to): checking voice mails, emails, scheduling of staff, maintaining sales and labor spreadsheets, employee evaluations, equipment and facility upkeep, etc.
19. Knowledge of high volume cooking and being able to assist in menu preparation when needed.
20. Prepares administrative reports as required, including monthly inventories and month-end spreadsheets.
21. Maintains understanding of current ideas, research and practices related to the areas of responsibility for this position, through continued study and participation in professional organizations.

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22. Maintains a clean, safe, and unobstructed workspace.
23. Understands and applies Hazard Analysis and Critical Control Point (HACCP) standards.
24. Serves as a member of the Management Association.
25. Performs other related responsibilities as may be assigned.

EDUCATION: Minimum of a high school diploma is required. Two years of college in the area of Hospitality, Culinary Arts, or Business Administration. Additional qualifying supervisory or management experience can substitute for the required education on a year for year basis with one year of experience equal to 30 semester or 45 quarter units.

EXPERIENCE: Two years of food service supervisory or management experience is required. Experience in a college environment is desired.

LICENSES/CERTIFICATIONS REQUIRED: ServSafe Certification.

KNOWLEDGE OF: Managing established food service budget and financial data for a food service establishment to include cash receipts and scheduling; leadership and people skills (values diversity); attaining budgeted results; Riverside Community College District's mission and values statement. Candidate must have effective oral, written, and interpersonal communications skills.

ABILITY TO: Carry out and train staff in quantity cooking; read, write, comprehend, and communicate in English (Conversational kitchen Spanish a help). Candidate must have intermediate computer skills, including Internet, Excel, and Word and using a computer-based Point of Sale system.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, food services staff, cooks, students, and the general public.

PHYSICAL EFFORT: Requires the ability to exert some physical effort such as: walking, standing for long periods of time and light lifting (25 pounds); dexterity in the use of fingers, limbs and body in the operation of food service equipment.

WORKING CONDITIONS: Food service environments. Typical conditions consist of wet floors, small storage areas, hot products, hot/cold climate areas, etc.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951- 222-8039).