Food Service Manager

University of California, Los Angeles
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Class Specifications - C.10
Food Service Coordinator - 5441
Principal Food Service Manager - 5442
Senior Food Service Manager - 5443
Food Service Manager - 5444
Assistant Food Service Manager - 5445

SERIES CONCEPT

Food Service Managers plan, organize, and direct the total food service operations in a campus residence hall, hospital, restaurant or cafeteria; and perform other related duties as required.

Incumbents typically plan menus on a daily or weekly basis; supervise the ordering, receiving, storing and issuing of food items; coordinate the preparation and serving of food; maintain quantity and quality control; supervise the maintenance of sanitary and safety standards for food preparation, serving, dining and clean-up areas; maintain accounting and personnel records; select, train, supervise and evaluate performance of food service personnel; may plan and coordinate menu selection, job assignments, type of service, quantity, quality and cost control for catering functions and special banquets; may develop new standardized recipes; may negotiate and administer contracts with external food service organizations; may initiate policy relating to more efficient standards for procuring, storing, issuing, preparing and serving of food; may develop and administer agreements with employee organizations; and may plan or assist in the planning of new food service installations.

Classes in the Food Service Manager series are distinguished from other Food Service classes in that incumbents typically have management responsibility for a total food service operation. They are distinguished from classes in the Dietitian series in that Dietitians work in a hospital and typically write and supervise the preparation of special diets and menus for patients as prescribed by physicians in addition to having total management responsibility for a hospital dietary operation.

The series consists of five levels based on varying degrees of administrative, management, and/or supervisory responsibility; and the size, nature and/or complexity of the food service operation. Assistant Food Service Manager is the management trainee level; Food Service Manager is the first management operational level; and Senior Food Service Manager and Principal Food Service Managers are the second and third management operational levels, respectively. Incumbents in the first four levels typically have management responsibility for single food service installations or perform management functions in one major area of a campus food service operation such as residence hall, restaurant or cafeteria and may report to a higher level Food Service Manager or Food Service Coordinator. Food Service Coordinator is the fourth management operational level with incumbents responsible for coordinating all food service operations typically involving one or more major areas on a campus-wide basis.

CLASS CONCEPTS

Food Service Coordinator

Under general direction, incumbents are responsible for coordinating a total food service program in a campus residence hall, hospital cafeteria or restaurant system.
Incumbents typically supervise several lower level Food Service Managers in charge of individual food service installations; develop overall policy affecting campus food service operations; determine food, material, personnel, equipment and building needs for a campus-wide operation; maintain overall budget control through periodic review; and develop policies covering compliance with sanitary regulations on a campus-wide basis. As a guide to help in allocating duties at the fourth management level, incumbents typically coordinate a campus-wide food service operation comprised of at least 100 full-time-equivalent employees, with budget responsibility in excess of $1,000,000, and/or serving an average of 15,000 or more persons daily; and in addition they may perform the range of duties outlined in the Series Concept.

Positions in this class differ from those in the Principal Food Service Manager class in that incumbents are responsible for coordinating a campus-wide food service operation.

**Principal Food Service Manager**

Under direction, Principal Food Service Managers have managerial responsibility for the total operations of a large food service installation.

As a guide to help determine the third management level, incumbents typically supervise more than 75 full-time-equivalent employees, have budget responsibility in excess of $500,000, and/or have charge of a food service operation serving an average of 10,000 or more persons daily; and in addition they may perform the range of duties outlined in the Series Concept.

**Senior Food Service Manager**

Under direction, Senior Food Service Managers have managerial responsibility for the total operations in a medium-sized food service installation.

As a guide to help determine the second management level, incumbents typically supervise at least 30 full-time-equivalent employees, have budget responsibility in excess of $250,000, and/or have charge of a food service operation serving an average of 5,000 or more persons daily; and in addition they may perform the range of duties outlined in the Series Concept.

**Food Service Manager**

Under direction, Food Service Managers have managerial responsibility for the total operations in a small food service installation.

As a guide to help determine the first management level, incumbents typically supervise 15 or more full-time-equivalent employees, have budget responsibility in excess of $100,000, and/or have charge of an operation serving an average of 2,000 or more persons daily; and in addition they may perform the range of duties outlined in the Series Concept.

**Assistant Food Service Manager**

Under general supervision, Assistant Food Service Managers have managerial responsibility for the total operations in a very small food service installation or act as the first assistants to the managers of a large or medium-sized food service installation.

Incumbents typically perform the range of duties outlined in the Series Concept when responsible for a very small food service installation or perform a limited range of duties when acting as the first assistants to managers of large or medium-sized food service installations. The nature of the management assignments would determine the degree of limitations in the range of duties performed.
As a guide to help determine full responsibility at this level, incumbents usually supervise 5 or more full-time-equivalent employees, have budget responsibilities in excess of $50,000, and/or have charge of an operation serving an average of 500 or more persons daily. Incumbents acting as first assistants should work in installations employing at least 25 full-time-equivalent employees, with a minimum budget of $250,000, and having a food service operation serving at least 5,000 persons daily.

MINIMUM QUALIFICATIONS

**Food Service Coordinator**

Graduation from college preferably with training in food service management or dietetics, and four years of management experience in a food service operation; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Principal Food Service Manager**

Graduation from college preferably with training in food service management or dietetics, and three years of management experience in a food service operation; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Senior Food Service Manager**

Graduation from college preferably with training in food service management or dietetics, and two years of management experience in a food service operation; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Food Service Manager**

Graduation from college preferably with training in food service management or dietetics, and one year of management experience in a food service operation; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Assistant Food Service Manager**

Either (1) graduation from college with a degree in food service management, dietetics or a related field, or (2) one year of experience performing the duties of a class equivalent to Principal Food Service Supervisor, Principal Baker or Principal Cook; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.