

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

FOOD SERVICES MANAGER M/S/C

DEFINITION

Under the direction of the Vice President, Business Services, responsible for managing the day-to-day operation of SBCC food service venues including the Westside Snack Shop, Eastside Snack Shop, Cafeteria, and all catering activities.

ESSENTIAL DUTIES/FUNCTIONS

- Manage the daily operation of several College food service venues, including catering.
- Implement and maintain safety and sanitation procedures throughout assigned food service venues.
- Implement and maintain purchasing controls including ordering, tracking inventory and cash handling operations.
- Operate a financially sound program, utilizing generally accepted business principles and practices of food service management.
- In collaboration with Department Chair, H/R/C, identify and estimate quantities of food, beverages, and supplies to be ordered.
- In collaboration with Department Chair, H/R/C, coordinate production of food items to be sold through College food service venues.
- Continuous quality improvement of food, to include close monitoring of recipe, portion control.
- Direct, supervise, motivate and evaluate Classified staff. Oversee short-term hourly workers as necessary.
- Maintain sufficient classified staffing levels for assigned food service venues and catering events.
- Coordinate classified staff development, and make recommendations; establish and maintain a workplace climate that encourages staff professional development and participation.
- Monitor facilities and equipment, and recommend needed repairs and replacement.
- Monitor and respond to customer comments.
- Participate in establishing and achieving department's fiscal goals.
- Manage the department's annual budget.
- Increase the overall quality and profitability of assigned food service venues by assuring food quality and customer satisfaction.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from college with culinary coursework or five years of experience in progressively more responsible positions in the food service industry.

Knowledge and Abilities:

Knowledge of:

- The fundamental culinary terminology, techniques, equipment, and materials used in the operation of food services.
- Safety and sanitation procedures relevant to the food service industry.
- Industry standards in menu planning and food service.
- Basic budgeting and accounting practices and procedures.

Ability to:

- Manage several of the College's food service operations.
- Understand and successfully achieve excellent levels of safety and sanitation in a food service environment.
- Implementing and maintain industry standard restaurant controls.
- Effectively work with classified staff to improve the quality and profitability of the College's food service operations.
- Effectively communicate and respond to customer and staff feedback.
- Work effectively and cooperatively with others.
- Plan, organize and supervise the work of others.
- Train, motivate and evaluate personnel.
- Operate a computer and related software.
- Provide leadership in applying technology to streamline food service processes.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College Students.