

# CITRUS COMMUNITY COLLEGE DISTRICT

## BOARD POLICY

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### FOOD SERVICE MANAGER

#### Appointment

1. The Food Service Manager is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Food Service Manager is responsible to the Director of Auxiliary Services.

#### Duties

1. Plan and supervise the operation of the college food service, including snack bar, staff dining room, mobile snack bar, vending machine, and catering service.
2. Plan, assign, and supervise the work of food service personnel in the preparation and serving of food to students and staff, including set-up of work schedules to cover the daily operation (maybe three meals a day).
3. Check quality of food served and inspecting food service center for sanitation standards.
4. Plan and write menus and estimate needed quantities, for economical food service.
5. Order, receive, and check foodstuffs and supplies, arranging and supervising proper storage of food and supplies, and checking invoices of foodstuffs and supplies.
6. Maintain inventory of stock and make oral and written reports.
7. Arrange for preparation and serving of meals and food and beverage service for special occasions.
8. Supervise the cleaning of the kitchen and kitchen equipment, including eating utensils.
9. Supervise the operation of common mechanical appliances in the food service center.

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10. Interview, select, and instruct new personnel in methods and procedures of tasks assigned.
11. Supervise the preparation of daily change funds for cash registers and compile daily sales reports and bank deposits.
12. Arrange food and beverage service for special occasions, including banquets.
13. Keep records to assist in setting prices.
14. Perform any duties as assigned by the Director of Auxiliary Services.

Adopted ..... 11/3/81