BRUNSWICK COMMUNITY COLLEGE

Job Description

Job Title: Food Services Manager | **FSLA: Exempt**
Reports to: Dean of CEWD | **Date: May 2016**

The incumbent in this position is expected to support the College in achieving its missions and goals. Student focus, college service, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION:

Under general supervision, the purpose of this position is to manage cafeteria and food service operations at Brunswick Community College. Position is responsible for ensuring compliance with laws/regulations, planning menus, coordinating food preparation and provision of food to customers, maintaining inventory levels, supervision assigned staff, maintaining financial records, and performing related tasks. This position ensures that food service activities, including Fin's Grill and catering, adheres to all applicable health regulations.

ESSENTIAL DUTIES:

- Manages and coordinates cafeteria operations; supervises and conducts daily opening and closing procedures; turns equipment on/off; checks/records temperatures of food storage areas, coolers, refrigerators, freezers, and other equipment as required
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, and completing employee performance appraisals
- Performs duties in organized and efficient manner with emphasis on safety practices including use of proper Personal Protection Equipment (PPE)
- Prepares menu items for customers requiring special diets upon request; respond to complaints
- Responsible for preparing, seasoning, cooking, sampling, and carving all variety of foods
- Assists with daily cleaning, organization, inventory checks, and customer service
- Plans menus and procures food for resale; modify menu when appropriate
- Maintains required records including purchases, receipts, deposits, etc
- Ensures that the food service area follows proper sanitation procedures
- Ensures safety standards are maintained while food is being cooked
- Adheres to all County and State Health Department guidelines
- Participates in special events when necessary

MINIMUM REQUIREMENTS:

- High School Diploma or GED HS equivalency, An associate's degree from a regionally accredited institution is preferred
- 5 years of food service management required
- 2 Years of Budget Planning experience
- Must have three years of food service experience that includes food preparation and cooking
- Excellent working knowledge of applicable laws and regulations and be willing to abide by all NC health codes

OTHER RELEVANT KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and support of College policies and procedures
- Must have the ability and vocabulary required to communicate with all levels of staff, faculty, students, and the public in the performance of the job
- Must be physically able to operate a variety of cafeteria equipment (stove, grill, steamer, grater, food processor, mixer, refrigerator, freezer, cooler, dishwasher, hot bar, coffee machine, can opener, scale, cash register, telephone, and cooking utensils
- Must be able to lift 20 pounds

Salary range is determined by the candidate's education and experience related to higher education. Work hours varies Monday through Friday, with evenings and weekends as needed. A completed and signed Brunswick Community College application, transcripts, a letter stating your qualifications related to the position requirements, skills and abilities and résumé are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to Employee Services, Brunswick Community College, PO Box 30, Supply, NC, 28462. Telephone: 910.755.7300, Fax: 910-754-8229.

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