

# ASSISTANT FOOD SERVICE MANAGER

## DEFINITION

Under general direction, responsible for assisting in the management of a major institutional food service operation including the planning, organization and supervision of food preparation and distribution; maintenance and cleanliness of kitchen equipment, dining areas, and eating utensils; administrative aspects of the food service operation; and performs related work as required. Duties are performed for clients of Consolidated Food Services, including Badger Prairie Health Care Center, Badger Prairie Health Care Center - IMD, Dane County Sheriff's Department, Dane County Juvenile Detention, and the Elderly Nutrition Program.

## EXAMPLES OF DUTIES

Supervises food service operation staff including effectively recommending actions of hiring, probationary periods, performance evaluations, discipline, adjustments of grievances and staffing levels; determines the quality and quantity of food required and portion control; maintains control records on food service operations and supplies; schedules workers; requisitions supplies; orders, receives and maintains food supplies; instructs food service personnel in proper job performance; inspects all work, storage and serving areas to ensure compliance with laws and institutional regulations; may replace cooks as needed; assists in planning, work organization and development of operational policies and procedures.

## EMPLOYMENT STANDARDS

Education and Experience: High school graduation or its equivalency and four years of high volume institutional food service experience including special diets with one year of supervisory experience. A bachelor's degree in dietetics or related field may be substituted for up to two years of institutional food service experience.

Knowledges and Abilities: Knowledge of institutional diet management, including nutritional values, menu formulation and recipe standardization; knowledge of control techniques for measuring efficiency and effectiveness of food service operations; knowledge of the materials, methods and equipment used in the preparation of foods in large quantities; knowledge of sanitation and health precautions in food preparation and service; ability to interpret and apply modified and therapeutic diet prescriptions; ability to supervise the work of others; ability to keep records and inventories and to make reports.