

## ASSISTANT FOOD SERVICE MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in the management of a large food service operation. The incumbent assists in the purchase of food and planning of menus. General supervision is received from the Food Service Director and Food Service Manager. General direction will be exercised over subordinate kitchen personnel such as Senior Food Service Helpers and Food Service Helpers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in supervising, assigning, and directing the work of all employees in the kitchen;  
Maintains records and reports on food service activities;  
Assists in the hiring and discharging of personnel, and schedules their training;  
Assists in planning and supervising the preparation of food and menus including making recipes;  
Inspects all food deliveries, receives and rotates stock, and maintains inventories at appropriate levels;  
Assists in purchasing all perishable and non-perishable foods;  
Assists in supervising and inspecting work done by subordinates for results and cleanliness. Corrects all procedures not in accordance with established methods;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of principles and methods of food preparation and service.  
Working knowledge of kitchen management;  
Working knowledge of methods and equipment used in large scale cooking;  
Working knowledge of health and safety hazards in large scale food preparation and service;  
Working knowledge of food qualities and prices;  
Working knowledge of inventory, first in first out (FIFO);  
Ability to plan and supervise the work of others;  
Ability to prepare reports and maintain accurate records;  
Ability to get along well with others;  
Honesty;  
Dependability;

### **MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in food service administration, food management, institutional food management or a closely related field; OR
- B) Two years of experience in a large scale food service; OR
- C) An equivalent combination of training and experience as indicated within the limits of A) and B) above.