

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2016**

**CULINARY CAFÉ MANAGER**

**FLSA STATUS: EXEMPT - PAY GRADE: 16 – P**

**JOB FAMILY: CAMPUS SERVICES**

**JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Culinary Café Manager manages the cafeteria and performs all the purchasing for the Culinary Arts Institute. Employees in this class, provide coordination for the operation of the Institute's commercial food facility.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Purchase products for the Commercial Cafe and Instructional Classes.

Supervise and schedule food service employees; interview, recommend, review and evaluate the performance of support staff and food service employees.

Responsible for the proper storage of food and supplies.

Prepare requisitions for food, supplies and equipment.

Prepare labor analysis, schedules and menus for Cafe Services; prepare time cards for payroll.

Supervise inventory control and maintains records on equipment and supplies; recommend small ware replacements.

Evaluate capital equipment conditions; recommend repair or replacement of capital equipment.

Plan use of food prepared by classes.

Prepare monthly operating performance reports for the Commercial Cafe and Instructional Classes; prepare weekly invoices records for the Commercial Cafe and Instructional Classes.

Prepare sanitation schedules; supervise preparation, service and sanitation.

Set up and serve food products for special functions; prepare food for service; serve on cafeteria line.

Participate in departmental meetings and organizes special functions.

Conduct tours of facility

Perform related duties, as required.

**SUPERVISION RECEIVED**

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Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Associate's degree from an accredited institution and six (6) years of related experience.

### **PREFERRED QUALIFICATIONS**

Current industry ServSafe Certification. Experience working in an environment with both foodservice staff and students. Possess a collaborative, innovative spirit.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape,

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and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective 1997; Revised 11/98; 8/16