

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

CULINARY PROGRAM FOOD SERVICE MANAGER

FLSA STATUS: NON-EXEMPT – PAY GRADE: 13 - C

JOB FAMILY: CAMPUS SERVICES

JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Culinary Program Food Service Manager performs purchasing of food, supplies, and equipment for the Culinary Arts program, and maintains/sanitizes food service areas.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Prepares daily requisitions for food and supplies for recipes for instructional cooking classes throughout the week.

Selects and purchases food, supplies, and equipment for Culinary Arts program instructional classes, including in person at area stores when small amounts of items are needed.

Receives orders for food, small wares, and large equipment, verifies accuracy of delivery and prices. Ensures proper storage of food and supplies.

Verifies accuracy of deliveries and corrects pricing. Conducts inventory of storeroom, par levels, and waste. Ensures quality and proper storage of food and supplies.

Maintains records/inventory on foodservice equipment and supplies, i.e. small wares, dining room supplies, and catering classes, and recommends replacement and other needs to Program Manager.

Evaluates capital equipment conditions; recommends repair or replacement of capital equipment to Program Manager; and maintains records, purchased dates, warranties, and replacement schedules.

Plans distribution of food and deserts prepared by culinary class students.

Maintains inventory of hazardous items including maintenance of MSDS book updates.

Reconciles invoices with purveyor statements.

Maintains daily sanitation schedules and sanitation of all areas throughout culinary classrooms, kitchens, and student run cafe to conform with Health Department standards.

Performs purchasing and maintenance/sanitation duties supporting student coursework in the Culinary Arts program.

Perform related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate Program Manager/Supervising Administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Associate of Science degree from a regionally accredited institution and three (3) years of related experience or high school diploma or equivalent and five (5) years of related experience. Current industry Food Handler ServSafe Certification.

PREFERRED QUALIFICATIONS

Associate of Science degree from a regionally accredited institution and three (3) years of related experience.

**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. Physical demands are essentially those of sedentary work. 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 the 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.

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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, and visually read various information.

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

Interpersonal Temperament: Requires the ability to interact 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).

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 interact 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: 11/2015

Revised: 8/22/23; 11/8/24