



## **Food Service Manager Job Description**

### **Job Summary**

The Food Service Manager is responsible for the food service operations and compliance of Alaska Bible College.

### **Organizational Relationship**

The Food Service Manager is directly accountable to the Business Administration Dean.

### **Qualifications**

1. A minimum of 2-4 years of experience and/or training in cooking, food service management, and nutrition.
2. Leadership qualities, including a pleasant personality and an optimistic attitude.
3. Good health and grooming habits and a high energy level.
4. ServeSafe Certification or equivalency.
5. Satisfactory personal character references.

### **Responsibilities**

1. Ensure the proper preparation and serving of student meals per regulations.
2. Supervision of food service personnel, if any.
3. Purchasing food, supplies and recommendations for equipment.
4. Ensuring compliance with Federal, State and College health and sanitation standards.
5. Providing training, as necessary, for food service personnel.
6. Planning weekly menus to provide adequate nutrition.
7. Coordinating special activities requiring food service.

### **Daily Operation overview:**

The kitchen shall be set up and operated to provide both lunch and dinner meals each weekday to meal plan students, teachers, and others who sign up to pay for meals. Those not on the meal plan shall pay for their meals in advance.