

**LITTLE BIG HORN COLLEGE  
JOB DESCRIPTION**

**Position: Food Service Manager**  
**Department: Food Service Program**  
**Supervisor: Dean of Administration**

**Summary of the Position:** The Food Service Manager operate the LBHC Cafeteria, performs general cafeteria duties, and accounts for money collected for all programs. The Food Service manager will include overseeing the daily operations of the restaurant, performing administrative duties, maintaining the food inventory, as well as recording and depositing the cash and credit receipts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Include the following. Other related duties may be assigned.*

- Plans and supervises preparation, serving, and clean-up of meals according to the requirements of state and federal guidelines. Maintains standards of dress, safety, personal grooming, and cleanliness.
- Must create a Business Plan for the Cafeteria Operation and develop and utilize a HACCP plan.
- Monitor budgets and review financial transactions to ensure that expenditures are authorized and budgeted.
- Keep records required by government agencies regarding sanitation, and food subsidies when appropriate.
- Operates the LBHC Cafeteria by ordering all items sold, stocking shelves, maintaining an inventory of supplies, selling items, supervising student workers, and maintaining records for all sales. Assumes responsibility for collection, deposit, and account of money received and prepares daily deposit.
- Develops, requests, and awards bids for food, supplies, and equipment use.
- Prepares entrees, fruit dishes, and relish tray for lunch and the snack bar. Serves and prepares all food in the snack bar/cafeteria.
- Operates all food preparation equipment in a safe manner. Washes and cleans equipment, food preparation areas and cafeteria tables, as needed, while maintaining the highest possible standards of sanitation.
- Establishes schedule and trains student helpers. Cooperates and communicates with other College staff, parents, and students to promote a positive school climate.
- Operates cash register and makes change. Shelves individual commercial cans of food and other foodstuffs and takes periodic inventory.
- Uses cleaning chemicals and supplies in accordance with specified safety protocols.
- Performs related work, as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**ABILITY:** Ability to multi-task is essential. Ability to effectively communicate professionally with others. Ability to provide a hazard analysis of critical control points in cooking and serving process. Ability to create a Cafeteria Business Plan.

**KNOWLEDGE:** Knowledge in health education, nutrition and health. Knowledge of production and process of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective distribution of goods.

**SKILLS:** Must have good communication skills as this position will work with the public. Must have good organizational skills for efficient records management. Must have knowledge in tools used such as cash registers, computer printers, Microsoft software programs, and Accounting software programs.

**CERTIFICATES AND LICENSES:**

- Montana Driver's License (required by the first day of service).
- First Aid Certificate must be acquired during the employee's probationary period.
- Food Handler's certificate.
- Obtain training in Serve Safe HACCP.

**PHYSICAL DEMANDS:** The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); A.A. in Culinary Arts with two year's related experience and/or training; or equivalent combination of education and experience.

**SALARY:** Dependent upon education and experience.