**FOOD SERVICE**

**MANAGER JOB DESCRIPTION**

**Reports to:** General Manager or Food and Beverage Director

**Job Summary**

Food service managers primarily manage the food serving staff and the corresponding operations. The food service manager ensures each restaurant program adheres to policies and procedures according to state and local requirements. Food service managers ensure proper representation of the business or restaurant and the standards set by the company are followed.

Food service managers additionally ensure that food looks great, is prepared and cooked well, and it is being served courteously by friendly or accommodating staff. The food service manager is also involved in the hiring of staff, food and stock preparation, safety techniques in the kitchen, and properly understanding health standards.

Work schedules are set by the food service managers along with any daily and weekly cleaning schedule

**Primary Roles and Responsibilities:**

* Direct the overall day to day operations of the restaurant
* Controls purchases for the food service programs
* Maintains records for personnel, inventory and production
* Plans the menu and sets the individual price of each menu item
* Assists in customer needs and responds to customer complaints
* Ensures safety standards are being followed
* Ensures proper preparation and serving of food
* Purchase and maintain equipment
* Ensures that the dining and kitchen areas are in clean and sanitary conditions
* Involved in the hiring and training of employees
* Ensures overall satisfaction for customer dining experience

**Education and Experience**

* Degree in Hospitality and Management or equivalent
* Prior [NUMBER] years’ experience in food service for a restaurant

**Personal**

* Excellent customer service skills
* Highly attentive to details
* Ability to resolve conflicts and get the team’s job done
* Great problem solving skills
* Effective time management
* Good communicator, able to actively disseminate information across the organization
* Physically and mentally fit