

State of Georgia Job Description

Job Family: Food-Farm
Job Code: FFM012
Job Title: Sr Mgr, Food Svcs
Functional Level: Senior Manager (SMG)
Pay Plan: Statewide Salary Plan (SWD)
Grade: L
Salary Range: \$50,982.94 - \$66,351.55 - \$81,720.15

Job Summary:

Under broad supervision, works in the preparation, cooking, serving and distribution of food to customers, clients and/or employees. Operates and maintains specialized food service equipment, and performs general facility and equipment sanitation maintenance in accordance with federal, state, and department guidelines. May serve as lead worker.

Primary Duties & Responsibilities:

- Interviews, hires, directs, trains, evaluates the performance of, and when necessary, disciplines and discharges employees
- Manages human resources and directs administrative activities
- Develops and manages operating budget
- Maintains records and directs compliance with federal, state, departmental and other regulations and guidelines affecting operations.
- Directs the management of the facility food and supply purchase, delivery, storage, and issue system
- Ensures equipment is appropriately maintained, operated, sanitized, and/or replaced as necessary
- Ensures health and safety regulations are followed
- Manages facility maintenance plan and sanitation program
- Manages food or farm operations to maximize productivity
- Oversees activities to ensure that resources are adequately maintained
- Oversees records maintenance and performs related managerial duties
- Performs administrative oversight of operations to facilitate planning, efficiency, and compliance with policies and procedures

Entry Qualifications:

High school diploma/GED and four (4) years of experience in managing a food service operation, including responsibility for supervision, inventory distribution and control, cost management, food preparation, and sanitation; or two (2) years of experience at the lower level Mgr 2, Food Svcs (FFM011) or position equivalent.

Preferred Qualifications:

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

NOTE:

The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.