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# Example of Food Service Specialist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of food service specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for food service specialist

* Verifies roll stock consumption is accurate
* Resolves roll stock scanning issues
* Completes raw material cycle counts and corrects for discrepancies
* Manages, schedules, and orders rolls stock based on production schedule and plant performance
* Maintain an accurate inventory of finished goods and Roll stock through utilization of computer inventory control system
* Receives raw materials and supplies into the Amtech system and provides receiving with inventory tags
* Ensure that all paperwork is completed in a timely and accurate manner
* Maintain housekeeping excellence in accordance with Cleaning and Sanitation Program
* Participate and ensure plant is compliant with YUM! /SQF audit regulations
* Actively participate on a PES Pillar

## Qualifications for food service specialist

* Familiarity with catering and banquet service strongly preferred
* Must be able to service executive clients in a professional manner
* Must be able to serve clients with confidentiality top of mind
* Demonstrated ability to address the essential functions associated with this position including the knowledge and abilities identified above
* Must possess a California Food Handlers Card
* Minimum of 1 year experience working in food service, preferably as a Prep Cook