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# Example of Food Services Manager Job Description

Our innovative and growing company is looking to fill the role of food services manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for food services manager

* Demonstrates ability to work and complete all job tasks for all kitchen and tray assembly positions, especially the automated operation (DFM)
* Conducts daily shift huddles with staff
* Monitors tray assembly (trayline/room service) operation, food production, sanitation and safety
* Assists with maintaining employee files, time and attendance records and corrective action process
* Attends outside educational seminars pertinent to patient satisfaction and service regulatory issues
* As needed, and with support from the Marketing Department, present technical seminars and speak at local and national association meetings and publish these speeches when practical
* Maintain technical documentation for all products and application formulations
* Lead the team to ensure all printed signage, weekly price/item signage, corporate initiatives, store support collateral is produced accurately, on budget and distributed in a timely manner
* Participates in new product/process reviews, including process hazard analyses, operator training
* Providing information to supervisors, co-workers, and subordinates by telephone, in written form

## Qualifications for food services manager

* Strong computer skills and proficiency in Microsoft Office Suite and similar products
* A Minimum of five (5) years experienced as a manager in food service
* Preference given for those with retail café/coffee bar experience
* Deep knowledge and industry experience within the category including sector understanding, relationships with major suppliers, understanding of commercial drivers, insight into sector changes and strategies
* Category Management tools and techniques
* Tender and contract procurement practice, processes