

FRANCHISE AND CONCEPT FOOD SERVICES LEAD

DEFINITION

Under general supervision, coordinates franchise and concept food service area operations within the college cafeteria; serves as lead worker over franchise and concept food service workers.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by Cafeteria Manager.

Serves as lead person over franchise and concept food service workers.

EXAMPLES OF DUTIES

Orders, inspects, and maintains proper inventory and storage of food to meet needs of internal and external franchise operations; authorizes payment of invoices.*

Prepares and oversees the preparation of cooked and fresh food items; maintains portion control.*

Monitors and prepares monthly reports of income and expenses for the franchise operation.*

Ensures adherence to the policies and procedures of the cafeteria.*

Participates in the selection process, schedules work hours, checks and approves time sheets.*

Trains and directs the work of Food Service Workers and others in preparing and serving food and cashiering.*

Cleans and directs others in cleaning equipment, utensils counters, tables, and chairs; monitors and maintains health standards for food operations.*

Serves as cashier when necessary.*

Prepares and delivers food for catered events as required.*

Performs other related work as required.

QUALIFICATIONS

Knowledge of:

Preparation of fast food in accordance with established procedures and in accordance with health and sanitation regulations.

Food service and storage sanitation requirements and practices.

Use and care of kitchen utensils and equipment.

Food service routines.

QUALIFICATIONS (continued)

Ability to:

Determine quantities of food and supplies required from past experience and anticipation of future needs.

Read and apply rules and regulations.

Plan orders to maintain stock levels needed without spoilage.

Communicate and work effectively with students, faculty, administrators, vendors and the public.

Prioritize and schedule tasks and to train and direct the work of others.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education and experience equivalent to graduation from high school.

Minimum of one year of experience in a large quantity food preparation facility with increasing responsibility and independence.

Desirable Qualifications

Food Management and Nutrition courses.

Special Conditions:

This job requires working with hot foods and surfaces, entering walk-in freezers, standing for long periods, using sharp utensils and lifting and carrying heavy items.

Working Conditions:

This job requires standing for long periods of time.