

MANAGER, FOOD SERVICE

RAPIDS: 0593D

O*NET/SOC: 11-9051.00

REVISION DATE: 09/2019

TRADE DESCRIPTION: Plan, direct, or coordinate activities of an organization or department that serves food and beverages.

TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

Applicable Ratings/MOS/NEC

USMC MOS: 3372, 3381

USCG: FS

USN: CS

USA MOS: None

Related Instruction:

Trade related On-The-Job-Training (OJT) or Any Trade related schools/courses totaling 432 or more hours.

Additional Requirement:

Must be E-5 or above.

Total Hours: **6000**

Skill	Description	Hours
A	ADMINISTRATION -- Keep records required by government agencies regarding sanitation or food subsidies.	1000

	<ul style="list-style-type: none"> -- Plan menus and food utilization, based on anticipated number of quests, nutritional value, palatability, popularity, and costs. -- Schedule use of facilities or catering services for events such as banquets or receptions, and negotiate details of arrangements with clients. -- Take dining reservations. 	
B	<p>BUDGET</p> <ul style="list-style-type: none"> -- Monitor budgets and payroll records, and review financial transactions to ensure that expenditures are authorized and budgeted. -- Count money and make bank deposits. -- Record the number, type, and cost of items sold to determine which items may be unpopular or less profitable. -- Review menus and analyze recipes to determine labor and overhead costs, and assign prices to menu items. 	1000
C	<p>FOOD SERVICE</p> <ul style="list-style-type: none"> -- Create specialty dishes and develop recipes to be used in dining facilities. -- Perform some food preparation or service tasks, such as cooking, clearing tables, and serving food and drinks when necessary. -- Test cooked food by tasting and smelling it to ensure palatability and flavor conformity. -- Greet guests, escort them to their seats, and present them with menus and wine lists. 	500
D	<p>LOGISTICS SUPPORT</p> <ul style="list-style-type: none"> -- Maintain food and equipment inventories, and keep inventory records. -- Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity. -- Order and purchase equipment and supplies. -- Arrange for equipment maintenance and repairs, and coordinate a variety of services, such as waste removal and pest control. -- Estimate food, liquor, wine, and other beverage consumption to anticipate amounts to be purchased or requisitioned. 	1000
E	<p>OPERATIONS</p> <ul style="list-style-type: none"> -- Establish standards for personnel performance and customers service. -- Organize and direct worker training programs, resolve personnel problems, hire new staff, and evaluate employee performance in dining and lodging facilities. 	2500

<ul style="list-style-type: none">-- Review work procedures and operational problems to determine ways to improve service, performance, or safety.-- Monitor employee and patron activities to ensure liquor regulations are obeyed.-- Monitor compliance with health and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities.-- Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.-- Investigate and resolve complaints regarding food quality, service, or accommodations.-- Coordinate assignments of cooking personnel to ensure economical use of food and timely preparation.-- Schedule staff hours and assign duties.-- Assess staffing needs and recruit staff, using methods such as newspaper advertisements or attendance at job fairs.-- Establish and enforce nutritional standards for dining establishments, based on accepted industry standards.	
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