**Food Service Manager** (FT)

Albany Technical College seeks a well-qualified, highly motivated individual to fill the positon of Food Service Manager. The Food Service Manager will report directly to the Director of Athletics & Student Life. Under general supervision, the Food Service Manager will be responsible for the administrative management of the food service operation. He/she will ensure food services equipment is appropriately operated, sanitized and maintained, instruct all employees in sanitary food handling and maintenance of the facility, assist staff in cleaning kitchen, serving and dining areas, and observe food preparation to ensure safe food handling. The Food Service Manager will assist in the development and management of the operating budget, research costs, place orders for food items, supplies and equipment, and monitor deliveries by checking packing slips and invoices. He/ she will establish control measures for food production and quality service. The Food Service Manager will create and maintain a high performance environment characterized by positive leadership and strong team orientation. He/she should have basic knowledge of food safety practices, county health department guidelines, and knowledge of and experience using commercial food service equipment. The Food Services manager should have excellent oral and written communication skills.

**Minimum Qualifications:** Applicant MUST possess a high school diploma or GED, have advance training and certification in food service preparation, nutrition and management \*AND\* have three (3) years of work related experience in preparing, cooking and serving a variety of foods in a commercial food service operation. Food service sanitation and safety certification required.

**Preferred Qualifications:** Applicant must have two (2) years’ experience in either a food service or retail environment to include profit and loss responsibility.

**Physical Demands:** Work is typically performed in a cafeteria setting with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

 ***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**Dorene Aquino, HR Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.6597 | **Equal Opportunity Officer:**Lola K. Edwards-Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator,1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |