

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Food Service Associate Manager/1246**

Function and General Scope

Positions assigned to this class have substantial responsibility for directing or controlling program operations and who are accountable for the allocation of resources and program results. Responsibilities include working under the general supervision of a Food Service Manager or administrative equivalent and are responsible for supervising a dining service operation or managing a central production facility. Assisting in developing and maintaining operating policies and procedures; preparing and administering budgets, monitoring expenses, ensuring equipment maintenance, and maintaining inventories; and managing personnel, directing and assisting in the production and delivery of food services such as catering. Managing operations and personnel in a central production facility, ensuring quality control and efficient production of bakery, salad, deli, new products and deliveries as well as a satellite unit delivery system.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in hotel and restaurant administration, institutional management, business administration or closely related field and two (2) years of supervisory/management experience which included planning and budgeting. Additional qualifying food service work experience and/or vocational training in quantity food preparation may be substituted, year-for-year, for college education.