

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 Manager/1247**

Function and General Scope

Positions assigned to this class are responsible for managing a large complex University dining center, student union dining service or equivalent facility and staff. This responsibility includes satellite food service areas such as catering, campus carts, specialty bars and related units; managing production quality control, ordering, inventory, training and sanitation programs; directly or indirectly oversees both front of the house aspects of a food service operation i.e., customer service, cashiering and back of the house aspects i.e., production; and developing and administrating budgets, operating policies and procedures, planning, student liaison and related functions.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in hotel and restaurant administration, institutional management, business administration or closely related field and four (4) 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.