

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 Assistant Manager/1245**

**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. Responsible for assisting in various management functions in a large central campus or branch campus food service operation. 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.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in hotel and restaurant administration, institutional management, business administration or closely related field and one (1) year of supervisory/management experience including planning and budgeting. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.