

Work Processes Schedule

MANAGER, FOOD SERVICE (HOTEL & RESTAURANT)

RAPIDS: 0593N

O*NET/SOC: 11-9051.00

REVISION DATE: 12/2014

Coordinates food service activities of lodging and dining facilities or at social functions. Estimates food and beverage costs and requisitions or purchases supplies. Confers with food preparation and other personnel to plan menus and related activities. Directs assignment of personnel. Investigates and resolves food quality and service complaints. Review financial transactions and monitor budget to ensure efficient operation, and to ensure expenditures stay within budget limitations.

Applicable Ratings/MOS

USMC MOS 3372, 3381

USCG FS

USN CS

Related Instruction

Any trade related schools/courses totaling 432 hours.

Additional Requirement

ALL Must be E-5 or above or have completed the Cook apprenticeship. USMC MOS 3372,3381

Total Hours: **6000**

Skill	Description	Hours
A	ADMINISTRATION Operate office equipment. Maintain accounts receivable and accounts payable records. Process receipt of shipments. Ensure proper accounting and receipt process of deliveries. Prepare reports and records. Investigate and resolve food quality and service complaints.	1000
B	SAFETY Conform to prescribed safety standards. Insure safe handling of shipments and deliveries and proper care of perishables. Practice good sanitation policies.	500
C	LOGISTICS SUPPORT Estimate food and beverage costs. Order supplies and materials. Order dining room furnishings, accoutrements, decorations, and seasonal decorations. Follow company policies and procedures. Order kitchen equipment and utensils.	1000
D	OPERATIONS Plan dining room use. Schedule events and banquets. Use reservation policy. Supervise wine and beverage selections. Supervise kitchen organization and coordination. Supervise food service personnel. Prepare employee work schedules. Prepare employee and food budgets. Use effective marketing and advertising, maintaining budget allowances. Practice employee relations policies.	3500

