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Food Service Manager

JOB CODE	JOB FAMILY	PROFILE
JCM114	**Domestic Services**	**Food Service Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**June 2, 2026**

The Food Service Manager coordinates food service operations. Plans balanced meals for residents and staff to ensure compliance with Regulatory Dietary Association Standards. Coordinates and supervises the food service unit and directs staff in food preparation, serving, and clean-up procedures. Monitors and maintains inventory of the storeroom and walk-in refrigerator/freezer. Orders food supplies in a timely manner in accordance with facility purchasing guidelines and manages the food budget. Ensures food items are properly stored and processed. Employee supervision includes hiring, training oversight, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans balanced meals for residents and staff, ensuring compliance with Regulatory Dietary Association Standards.
- Coordinates and supervises the food service unit; directs staff in preparation, serving, and clean-up procedures.
- Monitors and maintains inventory of the storeroom and walk-in refrigerator/freezer. Orders food supplies in a timely manner following County purchasing guidelines and manages the food budget. Ensures proper storage and processing of food items.
- Monitors the ACA School Lunch Program and ensures required documentation is completed and submitted to the state.

- Ensures the Youth Services Center receives entitled commodities and that all associated guidelines are followed.
- Maintains high health and safety standards and ensures the work area meets health certification requirements.
- Oversees the recruitment, hiring, scheduling, and pre-disciplinary actions for food service staff. Supervises Youth Services Center residents assigned to kitchen duties.
- Prepares reports and makes recommendations on methods and procedures to improve food service operations while containing costs.
- Conducts in-service training for staff in menu planning, food preparation, serving techniques, and the security procedures necessary for a large, secure institution.
- Assists staff with food preparation and serving, as needed.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Six (6) years of related work experience in culinary arts, food service management, nutrition, dietetics, or related field.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Employee must comply with training requirements related to the comprehension of and appropriate reaction to adolescent behaviors.

WORKING CONDITIONS

- Work is performed indoors on an even, tiled, or carpeted surface but may at times require work on wet or slick surfaces.
- Exposure to temperature extremes and high humidity is common when working in food preparation and serving areas.
- May be exposed to vibration when operating equipment.
- Occasionally exposed to hazards such as cuts, burns, electrical shocks, fumes from bleach and cleaning solvents, and potentially hostile or violent encounters with residents.
- Work hours may fall outside the standard schedule of 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Work may be performed alone or with select groups.

EQUIPMENT, TOOLS AND MATERIALS

- Telephone, computer, calculator, photocopier, fax machine, paper forms, and writing instruments are used in the performance of duties.
- Institutional food service equipment is used when performing chef duties. May drive a county vehicle as needed.
- Handles food items, cleaning supplies, and office supplies.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.