

Market Range Detail - Food Services Assistant Manager

Effective Date

April 14, 2010

Market Range Title Description

This is a single incumbent position responsible for assisting the Food Service Manager with the overall planning, direction, and management of the Food Division in the Sheriff's Office. The Food Service Assistant Manager is distinguished from the Food Service Supervisor in that the latter is responsible for the daily operations of the kitchen facilities and meal distribution whereas the Food Service Assistant Manager is responsible for focusing on the overall administration, strategic planning, and operations of the entire Food Services Division under the direction of the Food Services Manager. The Food Service Assistant Manager provides significant input and guidance to the Food Services Manager in all areas of administration and operation of the division.

Typical job duties include: acting in the Food Services Manager's absence; supervising subordinate supervisory staff; evaluating performance; coaching and disciplining employees; developing work priorities; interviewing and hiring new staff; directing the implementation of new policies, procedures, and programs; assisting the Food Services Manager with establishing strategic goals and strategies; leading special projects; assisting with the administration and development of the division budget; resolving complex and sensitive operational issues; developing strategies to control food costs; developing relationships with local groups and food banks to implement cost savings; implementing new training programs; representing the Food Services Manager at meetings. The Food Services Assistant Manager reports to the Food Services Manager.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$25.37	\$30.14	\$34.90

Likely Minimum Qualifications

- Five years of high-volume food preparation experience including at least two years of experience supervising a high-volume food services facility.
- Other combinations of education and/or experience may be substituted for the minimum requirements.
- High School Diploma or GED

Working Titles

- Food Services Assistant Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.