General Description
Performs supervisory position responsibilities associated with planning and preparing menus for the University Child Development Center.

Examples of Duties
- Plans menus that provide nutritious meals and meet licensing requirements.
- Makes adjustments in menus to accommodate children with special needs.
- Orders food, cleaning and laundry supplies from vendors.
- Ensures that the vendors provide the contracted services.
- Makes recommendations for new vendors.
- Maintains the financial records, and ensures that the bills are paid promptly.
- Plans and caters the meals for special events.
- Maintains a clean and organized kitchen and laundry room areas.
- Supervises kitchen staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of kitchen and laundry room supplies and equipment used for infants and preschool children.
- Considerable knowledge of nutrition and dietary standards.
- Effective time management skills.
- Effective organizational skills.
- Effective oral and written communication skills.
- Effective management skills.
- Ability to lift cases of foods and supplies up to 50 lbs. or more.

Minimum GSU Hiring Standards
Associate’s degree and three years of food service experience; or a combination of education and related experience.