

**Food Service Manager (Temporary) (5234U), Berkeley
Dining - 79773
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=259986>

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Posted Jul. 21, 2025, set to expire Jun. 30, 2026

Job Title	Food Service Manager (Temporary) (5234U), Berkeley Dining - 79773
Department	Berkeley Dining
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Dining Services
Apply Online Here	https://apptrkr.com/6390534

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focusing on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, stadium concession, training table, early childhood education meal production and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day employing 450 full and part-time staff and approximately 400 Cal student workers across multiple locations.

Position Summary

The Food Service Manager plays a critical role in overseeing day-to-day Dining and food service operations in collaboration with chefs and management team. This role is responsible for ensuring the efficient and safe preparation, service, and presentation of food, beverages, and merchandise, as well as maintaining cleanliness and hygiene in dining areas and facilities. The supervisor will provide direct leadership to a team of food service staff, ensuring exceptional customer service, adherence to policies, and operational excellence.

Responsibilities

Day-To-Day Operations

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- Oversees and supervises staff operating and maintaining kitchens, dining areas, dish rooms, beverage stations, cafes, retail stands, and/or stores for residential dining, retail, and/or catering services.
- Ensures quality assurance standards are met across all areas, including beverage preparation and merchandising, to maintain high service levels and customer satisfaction.
- Directs employees to follow food safety guidelines, procedures and quality control standards & hazard analysis and critical control points (HACCP) systems.
- Assign tasks, monitor work areas frequently, and adjust staffing and work assignments based on service volume.
- Assist with auditing food prep processes to ensure compliance with quality assurance (QA) standards and food safety/security guidelines in collaboration with chefs.
- Ensure that loss prevention procedures, policies, and best practices are followed to prevent theft
- Oversee the cleanliness, appearance, and maintenance of equipment and facilities.
- Manage preventative maintenance schedules.
- Ensure compliance with cash and payment handling policies and procedures.
- Confirms allergen and menu accuracy on assigned stations before service, and as changes are made to the menu.
- Support customer engagement by collaborating with student teams on various initiatives, including but not limited to supporting special events and pop-up activities.
- Addresses and resolves customer inquiries related to refunds, meal plan usage, and issues related to meal swipes or flex dollars to ensure a seamless customer experience.
- Support the maintenance, cleaning, fueling and use of university-owned vehicles per University guidelines and policies.
- Drive vehicle to transport, pick-up and/or drop-off items such as marketing materials, tabling and events materials, food goods and supplies, kitchen equipment, uniform, and/or shoes, operational materials, or other operational needs that can be transferred amongst the larger team.
- Depending on schedule, location, and operational needs incumbent may be the Vehicle key, or gas card custodian which may result in direct responsibility in refueling and/or maintaining the vehicle. Regardless of Dining location, the incumbent may be responsible for supporting Drivers with the maintenance of university-owned vehicles due to employees' time constraints and/or unit and departmental operational needs.

Supervision & Team Development

- Support staff training and coaching to maintain a positive work environment.
- Conduct performance evaluations and provide constructive feedback to help staff improve.
- Monitor employee attendance, address issues as needed, and escalate concerns when necessary.

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- Adhere to labor laws and union contracts, resolving concerns in collaboration with the General Manager and Directors.
- Communicate safety, departmental, and operational information to staff through pre-shift meetings and other communications.
- Collaborate with other supervisors to create professional development opportunities for staff.
- Assist staff with CalNet account and UCPath access to help staff access their pay stubs, W-2s, benefits, change their contact information, and other contact details and information - May need to help staff reset their password.

Administrative Duties

- Ensure cash handling compliance by working with the lead cashier to train and guide cashiers and student staff on proper procedures.
- Adhere to money-handling policies set by the Internal Audit and campus Cashier, including accurate accounting and documentation.
- Complete financial forms, receipts, and deposits as required by cash handling policy.
- Handle special projects assigned by the supervisor and/or Central Dining office such as review committees for continuous improvement, supporting uniform and shoe distribution, etc.
- Support training, recruitment, and interviewing.
- Maintain service records, employee records, and documentation in accordance with university and departmental policies.
- Run reports and track meal counts.
- Complete assigned tasks for payroll, time-keeping, and time-off requests.
- Work with central for meal voucher and special event oversight and ensure meal voucher groups have paid before entry, working with Central Administrative staff and communicating if a group does not come in for their reservation.
- May be assigned as a student manager to help oversee and manage student staff in the dining location.

Other duties as assigned & professional development

- May be required to operate a campus vehicle to transport products across campus to other dining units.

Required Qualifications

- Demonstrated commitment to fostering an inclusive and supportive environment that promotes

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collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.

- Ability to promote and implement values and principles of UC Berkeley and Berkeley Dining through daily work and interactions with colleagues and students.
- Illness and Injury Prevention Program (IIPP) Statement: Provides health and safety training, guidance on safe work practices, provides proper equipment, observes work practices and correct methods, and investigates accidents. Works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.
- Prior experience in high-volume dining environments, such as university settings, hospitals, or assisted living facilities, or the ability to learn quickly and adapt to a fast-paced setting.
- High school diploma or equivalent certification/experience.
- Lead/supervisory experience.
- Proven experience in food service or hospitality industry.
- Knowledge of food safety and sanitation, or ability to quickly learn.
- Strong verbal and written communication skills, including active listening, critical thinking, and multitasking.
- Ability to make sound decisions, solve problems, and perform basic operations analysis.
- Working skills to provide effective interpersonal and work supervision guidance to other personnel.
- Excellent customer service skills, including handling customer inquiries in a friendly and efficient manner.
- Basic proficiency with Google Suite, or ability to quickly learn.
- Familiarity with inventory and ordering software, or ability to quickly learn.
- Knowledge of financial and cash handling software for tracking deposits, completing financial forms, and ensuring compliance with cash handling policies.
- Scheduling requirements: flexibility in hours, including mornings, evenings, weekends, and holidays, based on operational needs.

Preferred Qualifications

- Lead/supervisory experience in food service industry.
- B.A. in Food Service Management or equivalent experience.
- ServSafe Manager Certification.

Salary & Benefits

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For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$60,000.00 - \$75,600.00. The full salary for this classification is \$56,200.00 - \$95,000.00.

- (40 hours/week).
- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

- This is not a visa opportunity.
- This recruitment has 3 openings.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

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Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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