



Position Description

Position: Food Service Supervisor	Position Number: 461601
Department: Food Services	FLSA: Exempt
Reports to: Dean of Students	Salary Range: 8

Summary

Under the general direction of the dean of students, the position of food service supervisor supervises the District's food service operation, including but not limited to, cafeteria service, vending, concessions, and catering.

Essential Duties and Responsibilities

- Create, prepare and serve high quality and varied cafeteria meals daily.
- Create and prepare special order meals and gourmet meals for special events and banquets for on and off campus groups and functions.
- Purchase appropriate foods and materials needed for daily operations as well as for special events.
- Supervise cash from all registers and vending machines.
- Manage, supervise, schedule, train, and evaluate a staff of classified and student workers.
- Ensure compliance with all applicable federal and state health and safety codes, as well as all district Policies and Regulations.
- Supervise maintenance of more than 20 vending machines located throughout the campus.
- Prepare and manage snack bars at the stadium for sporting events.
- Manage and oversee satellite locations.
- Maintain, sanitize, and physically improve all food service locations located throughout the campus.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of principles of food marketing, promotions and preparation, menu planning and pricing, food presentation, quality control kitchen cleanliness, sanitation, and safety.
- Knowledge of applicable sections of the Health Code.
- Knowledge of staff hiring, training, scheduling, supervision, and evaluation in a food service environment.
- Knowledge of purchase and storage of food stuffs and supplies.
- Knowledge of budget development.
- Knowledge of monitoring inventory control and cash control.
- Knowledge of operation of machines and appliances common to the food service industry and vending, including computers.
- Knowledge of USDA guidelines.
- Knowledge of EPA and environmental requirements.
- Knowledge of OSHA and IOSHA standards and regulations.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.



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- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Appraise scope of recording projects.
- Profitably operate a college food service operation.
- Provide marketing and promotions to increase sales from a variety of locations and vendors.
- Provide a varied menu of high quality, nutritious and attractive foods within an institutional setting.
- Coordinate and produce food service and décor for large special events.
- Negotiate contracts with a variety of vendors.
- Maintain an acceptable level of sanitation and safety within the food service areas.
- Maintain appropriate inventory of foodstuffs and supplies.
- Develop and implement systems for the control of assets.
- Assist student organizations in proper food preparation and serviced techniques.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires general arm, hand, leg, and body coordination to use standard large kitchen equipment.
- Requires physical ability to stand for extended periods of time, stoop and infrequently lift objects up to 50 pounds.
- Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes.
- Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials.
- Requires visual acuity to read instruments, dials, observe cooked items and recognize customers.
- Requires sufficient auditory ability to hear equipment prompts and carry on ordinary conversations.

Education and Experience

- Two or more years of higher education in culinary arts.
- Five or more years of increasingly responsible experience supervising a comprehensive commercial or for-profit institutional food service operation.

Licenses and Certificates

- Food Handler's Permit.
- May require valid driver's license.



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Working Conditions

- Work is performed indoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability is performed indoors where minimal safety considerations exist.