

CLASSIFICATION SPECIFICATION

Food Services Supervisor

FT/PT Class Code: 7016, 7516 Pay Grade: B/C 06 FLSA: Non-Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent supervises the work of cafeteria service personnel and ensures compliance with established standards, policies, and procedures.

NATURE AND SCOPE:

A class incumbent works under the direction of a professional supervisor, and is responsible for planning, assigning, reviewing, and evaluating the work of staff involved in food preparation and the cleaning of kitchen areas, dishes, and utensils. A class incumbent distributes work assignments, trains, supervises, and evaluates subordinate employees. Work includes ensuring quality control by sampling prepared foods and monitoring portions.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Trains, supervises, evaluates, and assigns work to subordinate staff involved in kitchen and dining area work.
2. Oversees and controls food service operation. Maintains financial accountability of the cafeteria.
3. Ensures employee compliance with policies, procedures, sanitation, and safety practices.
4. Inventories, stocks, and rotates food and related serving items; orders supplies as needed.
5. Coordinates and directs catering functions.
6. Attends and participates in departmental meetings.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of proper methods and procedures of food handling and serving.
- ◇ Knowledge of cleaning methods and procedures applicable to food service.
- ◇ Knowledge of departmental rules, regulations, policies, and standard procedures.
- ◇ Knowledge of supervisory principles and practices.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to operate food service equipment.
- ◇ Ability to assign, train, supervise, and evaluate the work of subordinates.
- ◇ Ability to keep records and prepare reports

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED, and two (2) years of relevant experience in food service work in a commercial setting; or other equivalent combination of education and experience.