

FOOD SERVICES SUPERVISOR

DEFINITION

Supervises and is responsible for the efficient operation of a small food services program with limited food preparation, service, and facilities or acts as a shift supervisor, day or evening, of a large full service food program.

TYPICAL DUTIES

- Supervises and participates in the preparation, cooking, and serving of a variety of food in various food-facilities of a college.
- Sets up work schedules for employees and reviews their work performance.
- Follows approved housekeeping and safety practices and is responsible for maintaining sanitary working conditions in the cafeteria.
- Maintains or assists in maintaining various food services operation records such as daily and monthly inventories, man-hours worked, and food portions served.
- Orders or assists in ordering food and supplies, and is responsible for their storage and authorized proper use; checks food and supplies received against requisitions and invoices.
- Participates in on-the-job training of cafeteria personnel.
- May lock and unlock cafeteria facilities.
- May plan menus, develop recipes, and assist in or establish prices and portions.
- May supervise and assist in the preparation and packaging of foods for vending machine sales and other types of decentralized sales outlets.
- May operate a cash register and check cash receipts against register tapes.
- May be responsible for preparing and maintaining budget records.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Food Service Supervisor is responsible for the total cafeteria program on a small campus with limited food preparation, service, and facilities or acts as the assistant manager or shift supervisor of a large, full service cafeteria.

SUPERVISION

General supervision is received from a Food Services Manager or a certificated administrator or classified manager. Immediate supervision is exercised over lower-level cafeteria personnel and student assistants.

CLASS QUALIFICATIONS

Knowledge of:

- Foods, food costs, pricing and quantity cooking
- Use and care of modern kitchen utensils, equipment and appliances
- Principles of cafeteria organization and management
- Principles of supervision
- Health and safety regulations and procedures
- Sanitation and maintenance
- Food services first aid treatment for cuts and burns

Ability to:

- Manage a small cafeteria program
- Supervise and train food services personnel and student assistants
- Maintain accurate operating cost and budget control records
- Operate a cash register and balance receipts and bank deposits
- Work effectively with college personnel and students
- Respond quickly and appropriately to emergency situations

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent. College level course work in home economics, food services management, culinary arts and related fields is desirable.

AND

Three years of recent paid experience in preparing, cooking and serving large quantities of foods.