

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOOD SERVICE OPERATIONS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Food Service, assist in planning, organizing and coordinating operations of the Food Service program and oversee day-to-day operations of assigned food service areas; maintain records of food and supply inventory; train, supervise and evaluate the performance of assigned food service staff.

REPRESENTATIVE DUTIES:

Plan, schedule, assign and monitor the work of food service staff; monitor the work and assure compliance with established Health Department rules, regulations and requirements. *E*

Train, supervise and evaluate the performance of assigned staff; assist in planning, organizing and coordinating department and office activities. *E*

Coordinate work flow and monitor daily job assignments and operational activities in food service areas. *E*

Prepare and maintain a variety of files, records and forms related to personnel, inventory, cash receipts, costs and catering. *E*

Type a variety of items including personnel records, menus, work orders and purchase orders. *E*

Perform various financial record keeping duties including counting cash and verifying receipts, depositing funds and posting payroll and daily cash receipts; prepare accounts payable invoices and catering paperwork; submit to the Director for approval and signature as required. *E*

Maintain inventory records; receive and store food and supplies. *E*

Relieve and substitute for absent food service staff as needed; participate in all phases of food service activities. *E*

Operate a variety of equipment including calculator, computer terminal, typewriter, cash register and a variety of kitchen equipment. *E*

Perform the duties of the Director-Food Service in the absence of the Director as assigned.

Perform related duties as assigned.

March 1995

Ewing & Company

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Food service operation, policies and objectives.
Policies and objectives of assigned program and activities.
Principles and practices of supervision and training techniques.
Quantity food preparation and menu planning.
Modern office practices, procedures and equipment.
Record keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper cooking methods.
Standard kitchen equipment.
Health and safety regulations.

ABILITY TO:

Organize and monitor assigned food service operations.
Perform the duties of the food service manager as assigned.
Train, supervise and evaluate the work of others.
Make arithmetic calculations quickly and accurately.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in food service management, institutional food management and four years of increasingly responsible food service operations experience including two year experience in a lead capacity.

WORKING CONDITIONS:

ENVIRONMENT:

Office and cafeteria environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, cash register and other kitchen equipment.
Seeing to monitor work and operational activities.
Hearing and speaking to exchange information and provide work direction.
Standing for extended periods of time.
Moderate lifting.