



Food Services Supervisor

Management Range: 10

Board Approved: 6/20/2019

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Food Services Supervisor independently plans, organizes, and manages the food service operation of the college cafeteria/snack bar.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans and organizes food service operations and activities including the preparation, cooking, serving, and selling of food items, assure food service function comply with established safety, health, sanitation and other applicable laws, codes, rules, regulations, policies and procedures.
2. Plans, assigns, trains, evaluates, and supervises, the work of food service personnel, hires short term and student workers.
3. Assists in the major cooking tasks in preparing soups and limited menu specials in accordance with prepared menus and established recipes, and other foods.
4. Assures standardizes recipes, approved price schedules and portion controls are followed.
5. Estimates, orders, and prices needed quantities of foodstuffs and other supplies, assures proper storage and authorized use of same.
6. Checks good received against requisitions and invoices notifying supplies in accordance with established procedures.
7. Supervises the cleaning of the kitchen grill areas, equipment, dining room, and eating utensils.
8. Coordinates with campus Safety Officer about maintaining records and disposal of all chemicals and hazardous materials.
9. Maintains, prepares, and reviews various records and reports including payroll and accounts payable.
10. Maintains and prepares a variety of records and reports including daily sales reports, bank deposits, accounts receivable, monthly inventories, audit reports, equipment replacement and repair.
11. Coordinates arrangements with maintenance department for building services, and for work requests for equipment repairs.
12. Prepares written and/or oral reports.
13. Works cooperatively with campus personnel to improve the quality of service and meet the needs of the faculty, staff and students.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- California Restaurant Act requirements, including hygiene, insect/rodent control, preventing food borne illnesses and facility sanitation and food temperature requirements.



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- Cash register operations change-making, deposits, and cash reconciliation.
- Meal production and planning, quantity food preparation and food merchandising.
- Use and care of institutional kitchen equipment and utensils.
- Principles of supervision

Ability to:

- Motivate employees.
- Keep a positive attitude under stress.
- Effectively communicate with professional staff, students, clients and vendors.
- Promote cafeteria/snack bar services within the campus community.
- Order inventory product.
- Train personnel.
- Prepare accounts payable and receivables.
- Exercise appropriate supervision.
- Read, understand and implement County of San Bernardino Health Ordinances.

Education and/or Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or equivalent.

Required Experience:

- Three (3) years experience in food service, restaurants, cafeterias, snack bars, including food preparatio, cooking, baking, orderinng, inventorying, scheduling, record keeping, and serving of meals, including two (2) years at a supervisory level.
- Have successfully completed some level of college food service courses, such as Food Purchasing, Sanitation and Safety, Quantity Food Preparation, Introduction to Business, and Accounting Principles, Food and Beverage Labor Cost Control.

License or Certification:

- Valid food handling permits at time of employment.

Desired Qualifications:

- As Associate Degree in a related field or ~~have~~ successful completion of some college level food services courses, such as Food Purchasing, Sanitation and Safety, Quantity Food Preparation, Intro to Business and Accounting Principles, and Food and Beverage Labor Control Cost.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a food service environment. Typical conditions consist of wet floors, small storage areas, hot products, and hot/cold climate areas. Other conditions consist of an office environment which involves sitting while utilizing a computer, telephone, and other equipment with intermittent travel as needed.

Physical: Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.