

**FOOD SERVICE SUPERVISOR**

**DEFINITION**

To plan, coordinate and exercise lead supervision over the preparation, scheduling, and serving of food in the campus cafeteria, snack bar, or faculty and staff dining room; and to provide staff assistance.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the departmental supervisor or manager.

Exercises technical or functional supervision over subordinate food service and kitchen personnel.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Plan, coordinate, and supervise the preparation, set up, and serving of food.

Oversee and participate in the cleaning of food preparation and serving tools and equipment, counters and eating areas.

Maintain appropriate cash balances, operate cash register, post readings of cash register, deposit cash in safe.

Assist in the preparation and serving of food as necessary.

Order and control inventory of specialty items; requisition supplies and merchandise.

Participate in the preparation and serving of food as necessary.

Lead and train food service employees including student worker in the food service operation.

Ensure equipment is operating properly and food quality is meeting standards.

Establish and maintain records, logs and food service reports.

Evaluate work and maintain time cards of assigned staff.

Oversee security of kitchen.

Conduct monthly inventory audits.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**Knowledge of:

Procedures and methods for serving food to large numbers of people.  
Inventory control and monitoring techniques.  
Methods for projecting and planning food needs and amounts.  
Practices and principles of lead supervision and training.  
Sanitation practices applicable to food preparation, storage, and serving.

Skill to:

Plan, coordinate, and supervise the preparation and serving of cafeteria food.  
Purchase supplies and meal ingredients following established procedures.  
Monitor a food service program budget.  
Prepare and serve food to large numbers of people in accordance with institutional regulations and procedures.  
Maintain records and logs of activities.  
Communicate effectively, both orally and in writing.  
Supervise, train and evaluate assigned personnel.  
Establish and maintain cooperative work relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of experience in preparing and serving large quantities of food with one year of experience assisting in planning and supervising a food service program.

Training:

Equivalent to completion of the twelfth grade.