

CLASS SPECIFICATION FOR
Food Service Supervisor

GENERAL STATEMENT OF DUTIES: Assists in the supervision of a food service program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists a Food Service Manager in supervising menu planning, daily meal preparation and general operation of a cafeteria or dining hall. Supervises and trains assistants in preparing daily meals and in clean-up of work area. Work is performed under the general supervision of the Food Service Manager.

EXAMPLES OF WORK (illustrative only):

- Supervises cashiering for breakfast and lunch;
- Sets up the dining area for the breakfast period;
- Keeps attendance records of employees;
- Prepares invoices for payments;
- Calculates and costs out inventory;
- Prepares daily menu board;
- Prepares and serves food when production workers are absent, or as needed;
- Supervises food service employees and assistants;
- Trains assistants in food preparation, serving, clean-up, and cashier use;
- Plans or assists in planning menus, ordering supplies and food, and maintaining daily food usage records;
- Checks food received before distribution;
- May inventory food and equipment and reorder when needed;
- Inspects food storage area for proper refrigeration and storage conditions;
- Inspects food service production and serving facilities for sanitary conditions;
- Responsible for cash-control procedures and daily cash reports;
- Responsible for operation of the facility in the absence of the Food Service Manager;
- Maintains safety standards;
- Maintains a sanitation program for the facility;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of nutrition and volume food preparation; knowledge of the administration and operation of a food service unit; knowledge of cash-control procedures; ability to plan and direct the work of assistants; ability to maintain discipline over assistants; ability to prepare reports; good judgment; ability to lift and maneuver food and food service equipment; ability to deal with patrons courteously and tactfully.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and three (3) years of food service experience, preferably one (1) of which is in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.