

PERALTA COMMUNITY COLLEGE DISTRICT – June, 1999

CLASSIFIED JOB DESCRIPTION

**FOOD SERVICE SUPERVISOR
(IUOE Local 39 Salary Range 39)
Job Code: 189**

CLASS PURPOSE

Under general supervision, performs specialized work in the planning and supervision of the day-to-day operations of the college Student Center Cafeteria. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the food service series and is distinguished from other classes in the food service series by its emphasis on supervision. The incumbent in this single class position supervises the following classes: Cashier, Cook, and Food Service Worker.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Under general supervision, plans, coordinates and supervises the day-to-day operations of the college's Student Center Cafeteria
- Responsible for the preparation, scheduling, set up, and serving of food
- Orders and controls inventory of food supplies
- Establishes and maintains records, logs and food service reports
- Opens and closes cafeteria
- Oversees and participates in the cleanliness of the cafeteria in compliance with county, state, and federal regulations
- Ensures equipment is operating properly and food quality meets standards; receives food supplies and equipment
- Responsible for providing bank to cashiers
- Maintains appropriate cash balances operates cash register, posts readings of cash register, and assists with deposits
- Participates in the preparation and serving of food as necessary
- Handles student complaints; trains and supervises cafeteria staff, including student assistants
- Maintains timesheets of assigned staff; performs other related duties as assigned
- Orders change as needed

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- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Three years of experience in preparing and serving large quantities of food including one year of experience in planning and supervising a food service program or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE 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 supervision and training
- Sanitation practices applicable to food preparation, storage and serving

Ability to:

- Plan, coordinate, and supervise the preparation and serving of cafeteria food
- Order supplies and control inventories
- Prepare and serve food to large numbers of people in accordance with county, state and federal regulations
- Maintains records and logs of activities
- Communicate effectively, both orally and in writing
- Supervise and train assigned personnel
- Establish and maintain cooperative work relationships with those contacted in the course of work

ENVIRONMENTAL DEMANDS

- Occasional work performed in wet conditions
- Occasional use of moving and vibrating equipment
- Occasional work performed alone
- Occasional use of bleach
- Constant work performed around people

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MENTAL REQUIREMENTS

- Must be able to communicate in English (speaking, writing, and reading) at a level to safely and effectively perform the essential functions of the Food Service Supervisor.

PHYSICAL REQUIREMENTS

- Occasional sitting, stooping, kneeling, squatting, and reaching high, low, and level
- Occasional work performed at a rapid pace
- Occasional use of audio acuity (all ranges)
- Frequent walking and body twisting
- Frequent lifting from 5 lbs. To 50 lbs.
- Frequent carrying up to 30 lbs.
- Frequent pushing and pulling up to 100 lbs.
- Frequent use of manual dexterity
- Frequent use of tactile acuity
- Frequent use of oral communication
- Frequent use of audio acuity (speech range)
- Frequent use of visual acuity (reading, distance, depth perception, and color vision)
- Constant standing

TOOLS AND EQUIPMENT USED

- Frequent use of protection for the arms, hands, and fingers

Revised: N/A