

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### SUPERVISOR, FOOD SERVICE

CMS Salary Range 23

#### BASIC FUNCTION:

Plans, organizes, supervises and participates in the food service operations and catering services of the College; provides affordable high quality food to students and staff along with excellent customer service; supervises and evaluates the performance of assigned personnel. Performs other related duties as may be assigned.

#### REPRESENTATIVE DUTIES: E = indicates essential duties of the position

Plans, organizes, supervises and participates in the food service operation of the College; monitors food service operations and assures compliance with applicable Federal and State health and safety regulations. (E)

Interviews, hires, and trains students; maintains employees, complete, reviews and approves sign sheets; approves and monitors overtime, vacation, and sick leave. (E)

Establishes goals and implements policies necessary to maintain high quality standards, food preparation, customer services and sanitation to meet or exceed guidelines set by the College, the Health Department, the Fire Marshall, OSHA, and Federal, State and local laws. (E)

Directs and supervises all campus catering for special events from the time order is presented until the event is completed. (E)

Confers with suppliers regarding program needs, menus, government standards, issues and related matters; arranges for equipment repair. (E)

Prepares and maintains a variety of records related to personnel, inventory, menus, daily sales and special events billings; prepares sales and performance reports. (E)

Maintains Money Bank and counts cash receipts, balances with various reports and prepares deposits; prepares daily cash drawers. (E)

Conducts periodic and annual inventory of food service supplies; requisition food, dry and paper goods, chemicals and equipment according to established procedures; receives and checks deliveries against invoices to assure proper quantities and weights; arranges for proper storage and delivery of foodstuffs and supplies.

Prepare menus and cost out food items; estimate and order food and supplies for events; prepare orders for special events; recommend food prices. (E)

Operates and instructs others in the use of a variety of food service equipment including slicer, grill, steam table, ovens, stove, cash register and other machines.

Confers with administration, College staff, students and others regarding the food service program.

Prepares and maintains the food service budget; monitors expenditures for supplies, wages and equipment; utilizes cost control measures to assure profitability of food service operations.

Plans and costs out and prepares specialty food items for banquets, dinners, luncheons, breakfast meetings, coffees and other special events; prepare billings and records as required. (E)

Participates in food preparation, service, sale and other activities as needed.

Tests products and establish procedures for use; recommends new and replacement equipment. (E)

Performs other duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and three years in Food Service Management or a related degree and 2 years of food service management, Food Handlers Certificate, and experience supervising of 30+ staff members.

#### KNOWLEDGE OF:

Principles and practices of food service operations, supervision and training.

Methods of preparing and serving food in large quantities.

Methods of storing, heating and serving food.

Budget preparation and control.

Methods and practices of financial record-keeping and cost control.

Food values, nutrition and menu planning.  
Standard kitchen equipment.  
Business math.  
Sanitation and safety practices related to cooking and serving food.  
Health and safety regulations.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize, supervise and participate in the food service operations of the College.  
Select, assign, train and evaluate the performance of food service personnel.  
Prepare clear and accurate reports.  
Maintain effective income, expenditure and cost control records.  
Read, understand, apply and enforce regulations related to the food service program.  
Operate standard kitchen equipment safely and efficiently.  
Lift objects weighing up to 50 pounds.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide quickly and accurately.  
Develop menus in accordance with nutritional requirements and budget limitations.  
Meet schedules and time lines.  
Work independently with little direction.  
Analyze situations accurately and adopt an effective course of action.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Supervise, train, and provide work direction to Food Services Assistants and student workers.

**CONTACTS:** Co-workers, student workers, vendors, repair and security personnel, other departmental personnel and faculty.

**PHYSICAL EFFORT:**

Lifting moderately heavy objects.  
Standing for extended periods of time.  
Dexterity of hands and fingers to operate kitchen equipment.  
Bending at the waist.  
Serving customers.  
Carrying, pushing or pulling trays and carts.

**WORKING CONDITIONS:**

Food service environment.  
Heat from ovens.  
Handling hot foods and objects.  
Exposure to cleaning chemicals and liquids.