

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

SUPERVISOR, FOOD SERVICES

CMS Salary Range 23

BASIC FUNCTION:

Under the direction of the Director of Auxiliary Services, the Supervisor of Food Services 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; provides catering to support both on and off campus entities and events, 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 and manages the food service operations and activities, including ordering and receiving food supplies, preparing menus, determining portions, prices and yields of items on menus, and preparing and serving food. (E)

Interviews, hires, and trains students and hourly staff; maintains employees, completes reviews and approves time sheets; approves and monitors overtime, vacation, and sick leave. (E)

Develop and implement standards for the operation of an efficient, sanitary and high quality food service program; assure compliance with federal and State laws and regulations, local and State health ordinances, and District policies; recommend goals and objectives for serving and merchandising food products; assist in the development of policies and procedures.

. (E)

Directs and supervises all campus catering for special events from the time order is presented until the event is completed, which includes events both on and off campus. (E)

Contact vendors regarding new products and service problems; determine quantities of food products to order; request orders for products; receive products; and determine quality of products; (E)

Prepares and maintains a variety of records related to personnel, inventory, menus, daily sales and special events billings; prepares sales and performance reports. Monitors operations and takes corrective actions to prevent financial losses. (E)

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

Conducts monthly inventory of food and food service supplies; requisitions 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 the preliminary food service operations budget and special events budgets; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; and administer the department budget. (E)

Assure proper operation of food service equipment; arrange for equipment maintenance and repairs as needed. (E)

Receive and respond to questions or concerns and provide information to customers; investigate complaints; and recommend corrective action as necessary. (E)

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 menus and costs out and prepares specialty food items for banquets, dinners, luncheons, breakfast meetings, coffees and other special events for up to 500 persons; 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, Culinary Arts degree or AA in related field and five years in Food Service Management, ServSafe Manager Certificate, documented experience catering for 250+ and experience supervising 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, hourly staff, 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.