

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SUPERVISOR – FOOD SERVICE

BASIC FUNCTION:

Under the direction of an assigned administrator, organize and oversee College-wide food service operations and activities including the menu planning, preparation, cooking and serving at various campus locations; oversee the quality control of all venues food programs and activities; coordinate and oversee personnel, inventory activities, and communications to meet College food service needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and oversee College-wide food service operations and activities including the menu planning, preparation, cooking, serving, and quality control at various campus locations; assure food service functions comply with established safety, health, sanitation and other applicable laws, codes, rules, regulations, policies and procedures.

Coordinate and supervise personnel, inventory activities, and communications to meet College food service needs and assure smooth and efficient Department activities; oversee the development and implementation of food service functions, activities, projects, menus, services, goals and objectives; assure proper and timely resolution of related issues and conflicts; refer more complex issues to supervisor for resolution.

Coordinate and oversee purchasing, receiving, menu planning and food costing for Food Services; maintain modifications to menu and inventory software; serve as back-up contact for the Health Department and assure violations are corrected. Oversee quality control of all food service venues.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; coordinate and oversee the work of hourly employees.

Oversee food service activities and functions for operational efficiency; participate in the development and implementation of policies, procedures, systems and programs to enhance the financial effectiveness, profitability and operational efficiency of the Food Services department.

In collaboration with supervisor, assure adequate resources and personnel to meet College food service needs; determine appropriate amounts of food service items, equipment and supplies;

coordinate the receipt, storage and rotation of food items and supplies; oversee daily and periodic inventories; coordinate purchasing activities with vendors and other outside agencies.

Organize and oversee activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; implement safety and sanitation procedures; inspect and review food preparation and serving areas to assure appropriate health, safety and sanitation standards and procedures are maintained.

Propose and implement menus and ensure related standards for quantity and quality of foods for campus food service facilities; monitor, evaluate and adjust menus in response to sales and cost-effectiveness; supervise catering functions for special events as needed; direct and monitor activities to assure compliance with food quality, recipe and portion control standards and requirements.

Communicate with students, personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; assure proper and timely resolution of customer service issues and conflicts.

Provide technical information and assistance to supervisor regarding food service activities, needs and issues; assist in the formulation and development of policies, procedures and programs; recommend changes in procedures, menus, and vendors to supervisor.

Operate standard food service and office equipment; operate and maintain electric carts, trucks, cardboard bailers, electric pallet jacks; coordinate equipment and facility maintenance and repairs as needed; utilize a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned; coordinate and conduct training and staff development activities to assure employee understanding of food service standards and requirements.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of College-wide food service operations and activities including the preparation, cooking, serving and selling of food items at various campus locations.

Methods, practices and procedures of quantity food preparation, cooking and serving functions.

Methods of adjusting and extending recipes and proper substitutions.

Sanitation and safety practices related to preparing, handling and serving food.

Principles, theories and practices of nutrition, food values, food combinations, economical substitutions and menu planning.

Inventory practices and procedures including storage and rotation of perishable food.

Food service and commodity purchasing and procurement principles, practices and procedures.

Quality and portion control techniques.

Culinary terminology, techniques, equipment and materials used in food service operations.
Applicable laws, codes, rules, regulations, policies and procedures.
Principles and practices of administration, supervision and training.
College food service organization, operations, policies and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Mathematic calculations.

ABILITY TO:

Organize and oversee College-wide food service operations and activities including the preparation, cooking, serving and selling of food items at various campus locations.
Coordinate and supervise personnel, inventory activities, and communications to meet College food service needs and assure smooth and efficient Department activities.
Supervise and evaluate the performance of assigned staff.
Coordinate inventory functions and estimate appropriate amounts of food service items, equipment and supplies to meet campus needs.
Develop and implement menus and related standards for quantity and quality of foods.
Assure proper and timely resolution of food service issues, conflicts and discrepancies.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Organize and direct in the maintenance of a variety of monetary reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in nutrition, dietetics or related field or culinary program certificate and four years increasingly responsible experience in quantity food preparation and service operations including menu development and two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid Serv-Safe Certificate.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Institutional kitchen environment
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing, pulling moderately heavy objects.

HAZARDS:

Exposure to flame, heat and cold temperatures for extended periods.
Routinely working with sharp instruments.
Exposure to strong cleaning solvents and fumes.