

FOOD SERVICES SUPERVISOR - MJC**DEFINITION**

Under direction, plans, supervises, assigns and reviews the work of subordinates involved in the day-to-day operation of the Modesto Junior College Food Service Unit (East and West campuses, Starbucks and convenience store); develops and maintains purchasing and inventory control of food and supplies; develops and maintains production schedules for all assigned facilities; coordinates, organizes and schedules catering events and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Receives direction from the MJC Auxiliary Services Manager.

Provides direct supervision to numerous food services staff as well as other administrative support staff, as assigned.

SUPERVISION RECEIVED AND EXERCISED**EXAMPLES OF DUTIES**

- Plan, supervise, assign and review the work of subordinates involved in the day-to-day operation of the Modesto Junior College Food Service Unit; assist in preparation of annual operating budget.
- Supervise full time and temporary Food Service, Convenience Store and Starbucks staff.
- Supervise and develop production schedules for the operation of all dining facilities and Starbucks unit.
- Maintain purchasing and inventory control; order food and supplies on an ongoing basis.
- Oversee the daily balancing of cash registers and cash deposits; maintain files, track daily sales and daily worksheets.
- Maintain various accounting records including reviewing accuracy of accounts payable invoices, assigning of account codes and creating catering invoice for accounts receivables.
- Coordinate catering events from ordering food and supplies, quote pricing, developing menus, and supervising and scheduling of events.
- Assist in proper cost analysis to insure current pricing stability; train employees on efficient and sanitary food service practices.
- Maintain good working relations with administration, faculty, staff and students; resolve conflicts and issues in the absence of manager (90% of time).
- Provide administrative support to Auxiliary Services Manager; help develop and formulate policy; make independent judgments that conform to policy and are in the best interest of the college.
- Assume complete responsibility for Food Service operation, including evening and weekend hours, as required.
- Assist in the design and implementation of training program that provides Food Service staff the tools necessary to deliver a high quality product and outstanding customer service.

- Perform other duties as assigned

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office and/or kitchen environment.
- Work requires occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Knowledge of basic principles of institutional food preparation and service including pricing, menu planning, stocking and inventory control, food preparation and marketing;
- Principles of fiscal management and financial record keeping; principles of inventory management and control.
- Health, sanitation and safety requirements related to food preparation, storage and utilization;
- Catering, production, set up and service.
- Knowledge of basic arithmetic skills, i.e. addition, subtraction, multiplication, division, percentages, fractional numbers, decimals, etc.
- Modern office methods

Ability to:

- Effectively evaluate and improve food service operations.
- Administer food service programs including supervision and instruction of employees.
- Use a computer for food service operations.
- Communicate effectively using excellent oral, written and human relation skills.
- Maintain effective working relationships with those contacted in the performance of required duties
- Establish goals, schedule work, set deadlines for total accomplishment for self and subordinates under time schedule pressure while maintaining cost effectiveness.
- Collect data and compile food service and food production reports.
- Maintain records of quantities of ingredients used and volume of production.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

Possession of a state mandated Serve Safe certificate

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.

- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Education: High school graduation plus additional college level course work in business administration, restaurant management, marketing, or a related field and

Experience: Four years of increasingly responsible recent experience in institutional food service distribution or food service industry with at least one year of supervisory experience preferred.

*Class Adopted: 03/01/09
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