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<b>Functional Title:</b>	Food Service Supervisor	<b>Job Code:</b>	0012-CS460
<b>Classification Series:</b>	Food Service Management	<b>Band/Zone:</b>	G1
<b>Department:</b>	Housing, Dining, & Guest Services	<b>FLSA:</b>	Non exempt
<b>Date:</b>	July 1997		

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**General Function:**

Performs a variety of administrative and kitchen tasks related to the operation of University food service facilities.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Oversees activities of unit; assists in setting goals and priorities; assists in setting policies and procedures; ensures the smooth flow of operations; enforces rules and regulations.
- 2) Supervises staff; establishes schedule and assigns tasks; monitors and evaluates performance; reviews and approves employee time sheets.
- 3) Monitors and reviews completed tasks; ensures that any necessary changes or corrections are made.
- 4) Maintains inventory; assists in forecasting needs and placing orders for materials and supplies.
- 5) Oversees maintenance of facility; reports any needed facility or equipment maintenance or repairs.
- 6) Performs a variety of administrative tasks including keeping records, balancing accounts and preparing deposits, and resolving customer complaints.

**Reporting Relationships:**

**Direction Received:** Reports to Food Services Manager of dining hall or head of other campus food serving/preparation/distribution area.

**Direction Given:** Functional guidance to a group of student employees on an on-going basis.

**Minimum Requirements:**

Requires nine months of training beyond high school and two years of related experience, or an equivalent combination of education and experience.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of general business administration techniques; knowledge of food preparation and sanitation techniques; supervisory skills.

**Working Conditions:**

Physical effort usually requires considerable walking and standing with some lifting of materials weighing 25 to 50 pounds. Periodic assignments given which entail dealing with modestly unpleasant physical situations.