AUBURN
Human Resources

Supv, Food Services

Job Description

JOB INFORMATION

Job Code	CA03
Job Description Title	Supv, Food Services
Pay Grade	CP03
Range Minimum	$33,490
33rd %	$37,400
Range Midpoint	$39,350
67th %	$41,300
Range Maximum	$45,210
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Dining

JOB SUMMARY

Responsible for all aspects of food services for customers while supervising staff.

RESPONSIBILITIES

- Sets up kitchen for meal preparation and cooks designated meal.
- Keeps kitchen and equipment used in meal preparation cleaned properly.
- Delivers food and beverages to other areas of the facility.
- Serves meals and beverages to customers.
- Plans the menus for the daily meals and special events.
- Places food and supply orders with vendors, checks invoices and inventories all food and supplies.
- Ensure daily menu is posted and quantity of food is predetermined.
- Instructs new employee on department policy and procedures, health department regulations and on safety and proper procedures in the kitchen.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	3 years of	experience in food services including food preparation and use of cooking equipment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of state and local health department regulations related to food storage and preparation.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		50
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.