



JOB INFORMATION

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| Job Code | CA03 |
| Job Description Title | Supv, Food Services |
| Pay Grade | CP03 |
| Range Minimum | \$32,520 |
| 33rd % | \$36,310 |
| Range Midpoint | \$38,210 |
| 67th % | \$40,110 |
| Range Maximum | \$43,900 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/5/2012 |

JOB FAMILY AND FUNCTION

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|---------------|-----------------|
| 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

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
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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 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 | High School Diploma or equivalent | 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 | | | | | |
| 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.