

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



FOOD SERVICE SPECIALIST

Class Code: N1030
Pay Range: 11

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, functions as a specialist or entry level manager responsible for providing assistance in the planning and coordination of one or more components of a food service operation. Performs activities pertaining to food preparation and presentation, merchandising, calculation of food and labor costs, scheduling and employee relations; assists in ensuring quality, cost efficient food preparation and the maintenance of safe and sanitary conditions.

PRIMARY DUTIES

1. Oversees and coordinates food services, determines work priorities, plans schedules, assigns and reviews work, supervises and trains subordinate personnel.
2. Oversees implementation and administration of policies and procedures related to food service operations.
3. Assists in inventory management and procurement. Ensures adequate supplies, materials and equipment are available.
4. Monitors the operational safety and cleanliness of facilities and equipment; performs minor repairs and preventive maintenance, troubleshoots malfunctions and coordinates repairs.
5. Prepares estimates of time, labor and supplies required to prepare specified meals, ensuring adherence to quality standards; provides assistance with the preparation of master menus.
6. Coordinates food preparation, delivery and serving functions, ensuring adherence to daily menus and schedules.

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7. Responds to routine inquiries and requests; resolves customers' problems and routine complaints.
8. Keeps records pertinent to departmental operations; determines daily income from the food service operation, prepares food service reports, analyzes food management operations, evaluates needs and recommends improvements.
9. Performs the duties of a food service supervisor or food service assistant as needed.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Five years progressively responsible experience in commercial or institutional food service, two years of which must have been in a lead or supervisory capacity.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge and understanding of the principles and methods in large scale food preparation and service; thorough knowledge of and skill in the application of procedures and standards of quality and quantity food selection, food preservation, food preparation, meal service, and portion control; thorough knowledge of and skill in the use of food service equipment and materials; general knowledge of federal, state, and local health and sanitation regulations applicable to food service activities. Skill in providing guidance to food service personnel; ability to organize and coordinate the work of food service operations and to control workload to assure quality service; to supervise and instruct food service personnel; to prepare and maintain records and reports; to communicate effectively both orally and in writing; to work in irritating environments and adverse temperature conditions; to lift, transport and stock food service supplies, materials and equipment.

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OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Safe Food Handling and Sanitation Certification may be required.