

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



FOOD SERVICE SUPERVISOR

Class Code: N1031
Pay Range: 6

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, supervises food service aides engaged in one or more components of a food service operation such as preparing and serving food, safety and sanitation, coordination of meal schedules, catering and service. Ensures quality standards are maintained.

PRIMARY DUTIES

1. Supervises daily food service operations and trains subordinate personnel; oversees food preparation, implements work priorities, plans schedules, assigns and reviews work.
2. Coordinates specific food preparation and serving activities, ensuring adherence to daily menus and schedules; coordinates meal serving schedules with production personnel.
3. Assists with the preparation of time estimates, labor and supplies required to prepare specified meals, ensuring adherence to quality standards; provides assistance with the preparation of master menus.
4. Receives, inspects and accounts for delivery of food and other requested supplies.
5. Maintains the operational safety and cleanliness of facilities and equipment; supervises the cleaning and sanitation of work and serving areas.
6. Keeps records pertinent to departmental operations.

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7. Operates a variety of kitchen equipment such as ovens, grills, toasters, fryers, mixers, etc.
8. Assists in management of a dining operation which includes customer service.

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: Two years in food service, one year of which must have been in a lead or supervisory capacity in an institutional setting.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of and skill in applying federal, state, and local health and sanitation regulations applicable to food service activities. General knowledge of and skill in the use 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. Skill in providing guidance to food service personnel. Ability to organize and supervise the work of food service operations and control workload to assure quality service; to instruct food service personnel; to assist in preparing and serving food; to prepare and maintain written records and reports; to communicate effectively; to work in irritating environments and adverse temperature conditions; to lift, transport and stock food service supplies, materials and equipment.

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.

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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.