

TEXAS STATE TECHNICAL COLLEGE JOB DESCRIPTION

Title: Supervisor - Food Service
Reports To: Chief Financial Officer
Position Code: SFSV
Department: Food Service
EEO Type: SM

Effective Date: 10-01-82
Revision Date: 01-30-04
Pay Grade: E
FLSA: Exempt
ORP Elig: N

A. General Description:

The Food Service Supervisor is responsible for the production of service of all food items in compliance with Health Sanitation Regulations.

B. Duties and Responsibilities:

a. Essential Functions

Plans, prepares, and directs the serving of nutritious, economical meals. Operates the cafeteria in compliance with all healthy labor and equal opportunity laws and standards.

Checks that all equipment is in operation. Reports any repairs to Physical Plant. Initiates inventory procedures and maintains inventory central on supplies and equipment.

Summits reports periodically. Verifies daily deposit and ensures compliance with cash handling procedures. Orders all merchandize needed for the operation. Keeps all catering records. Turns in work study and staff attendance leave pay reports and evaluates staff. Makes sure that the permit is up to date and checks receiving records and invoices.

Responsible for fiscal year-end closing report.

Research, analyze and coordinates best value on commodities and services.

Responsible for supervision of personnel in assigned department.

b. Other Responsibilities

Performs other related duties as assigned.

C. Working Conditions:

Office work, filing, keeping records of reserved rooms. Minimal Hazard Exposure. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Experience in supervising, purchasing of large varieties of goods involving in direct contact with vendors, and sales representatives and other agencies.

E. Minimum Requirements of Education and Experience:

Associate's degree in an appropriate field from an accredited college.

Three years related experience with one year experience at a supervisory level.

Must have a licensed food certificate or be able to obtain one.

Approved _____
Supervisor