

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Restaurant Supervisor  
**Pay Table:** Support  
**Pay Grade:** 11  
**FLSA Status:**  
**Job Code:** 737  
**Reports to:** Director of Nutrition Services

### **JOB SUMMARY**

Under the general supervision of the Director of Nutrition Services, the Restaurant Supervisor operates the restaurants, plans menus, prices, orders and prepares menu items, supervises and trains restaurant employees, interacts with customers, and manages finances and markets the restaurants and its catering services.

### **ESSENTIAL JOB FUNCTIONS**

- Creates, plans and prepares monthly restaurant menus.
- Plans and prepares restaurants specials, supervises others in arranging food displays.
- Incorporates new menu items including salads, soups, entrees and desserts, adjusting the menu selections to reflect past and anticipated sales and seasonal preferences.
- Orders supplies from commercial vendors and the district warehouse. Receives and inventories food and supplies and maintains inventory records.
- Ensures proper storage of food and supplies.
- Costs out menu items, monitors expenditures and revenue, ensuring that the restaurant operates with a positive profit margin.
- Closes out cash registers, prepares two deposits daily after serving breakfast and lunch.
- Secures kitchen and restaurants office at the close of business daily.
- Supervises and assists with food preparation to ensure that food quality is maintained.
- Supervises and assists with cleaning, ensuring that proper hygiene and food safety standards are maintained.
- Creates and promotes a positive attitude among the staff to achieve desired productivity and employee satisfaction and motivation.
- Provides excellent service to restaurant customers and actively markets the restaurant to current and potential customers.
- Takes in-house and take-out catering orders by telephone, email and verbal requests.
- Observes proper protocol in handling requests and ensures that catering orders are completed on time and in accordance with the order.
- Calculates costs of catering requests, prepares and submits bills to customers as

- required. Collects payments from customers.
- Costs out requested catering items seeking to provide catering at a positive profit margin.
- Recruits, interviews, hires and supervises employees and restaurant. Instructs employees in food preparation and other duties and plans. Organizes and revises employee work schedules to provide adequate staffing daily. Arranges for a substitute when an employee is absent. Provides feedback and conducts annual performance evaluations.
- Oversees the scheduling of the training room, conference room and restaurant overflow.
- Monitors employees' leave and usage. Reviews and submits employee time records and enters substitute cooks' hours for payment.

### **MINIMUM REQUIREMENTS**

- Associate's degree.
- Seven (7) to ten (10) years of progressively responsible experience related to the above tasks, skills and abilities or an equivalent combination of education and experience.
- Food Handler's Permit.
- School Nutrition Association Certification - State and National level desirable.
- ServSafe/HACCP Certification.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and write and perform mathematical calculations to include percentages and fractions.
- Knowledge of food preparation and restaurant operation and management, including presentation, customer service and sanitation.
- Management, time management and scheduling skills. Requires very strong interpersonal skills to achieve excellent customer service with both restaurants and catering customers.
- Ability to effectively organize operations and supervise others.
- Basic familiarity with computer programs (i.e., Microsoft word, Excel and Outlook.)
- Ability to work in a fast paced environment, meet deadlines and prioritize tasks.
- Completion of HACCP training required within 12 months after date of hire.
- Ability to accept, receive and collect payments.
- Ability to manage inventory and property.

### **PHYSICAL DEMANDS**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*