JOB DESCRIPTION

JOB TITLE: Grill/Catering Supervisor

Job Family: Food Services

Range: 34

Job Purpose Statement(s): The job of "Grill/Catering Supervisor" is done for the purpose/s of planning, organizing, supervising and coordinating the activities and operations of a staff restaurant and catering department; participate and oversee the cooking, preparation, storage, sales and serving of a variety of foods.

Essential Job Functions:

- **Organizes**, supervises and coordinates the activities and operations of a staff restaurant and catering department.
- **Supervises** and directs the preparation, sales, serving and storage of meals/foodstuffs. Coordinates all catering functions; schedule employees, purchasing, preparation, set up and clean up.
- **Trains,** assigns, supervises and assists in evaluating the work of subordinate personnel.
- **Orders,** receives and stores needed food items, equipment and supplies.
- **Ensures** that all necessary equipment, food and supplies are available for daily operation of a staff restaurant and catering functions.
- **Supervises** and participates in the daily collection, counting and proper recording of money collected.
- **Reviews,** maintains and prepares necessary records and reports including daily and monthly inventories, production sheets, cost of operations, food counts, food consumption logs, etc.
- **Plans** menus and determines food items to be used for meals and snack items following well established guidelines.
- **Monitors** and maintains the safe operation and condition of all food preparation/serving equipment and machines.
- **Maintains** sanitary and orderly food preparation, serving and storage areas and facilities.
- **Computes** and estimates the proper food quantities, supplies and other resources needed for efficient food service operations.
- **Organizes** and provides special food services for special functions upon request.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements/Qualifications:

Experience Required: Four (4) years of prior job related experience in preparation of large quantities of food, one of which is in food service supervision.

Skills, Knowledge and/or Abilities Required:

- Skills in customer relations with public and staff.
- Skills to cook and bake large quantities of food items; perform basic arithmetic calculations; operate and maintain institutional kitchen equipment; adjust recipes to various quantity demands, use standard office equipment.

Licenses, Certifications, Bonding and/or Testing Requirements:

Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results; possession of current HACCP Certification; possession of valid California Driver's License.