JOB DESCRIPTION

JOB TITLE: SUPPORT SUPERVISOR: FOOD SERVICE

Job Family: Food Services

Range: 60

Job Purpose Statement(s): Under the general and direct supervision of the Food Services Manager and Food Services Supervisor. The job of Support Supervisor is done for the purpose(s) of planning, organizing, supervising, evaluating and coordinating the activities of training to all new staff members in cafeteria operation, safety/sanitation, customer service and other job related duties; evaluate training and progress of new employees; provide orientation for new employees and assist in the interview process. Conduct random sampling of new products and coordinate the marketing efforts of such products; troubleshoot minor hardware or software computer problems; use of nutrition analysis software.

Essential Job Functions:

- Plans, organizes and coordinates the District Food Service training activities for all employees.
- Trains and evaluates progress of new employees; evaluates employees as directed.
- Identify and communicate with department management regarding training needs.
- Utilize and coordinate with outside resources as appropriate in all aspects of responsibility.
- Monitor effectiveness of training programs and provide input regarding changes or enhancements.
- Assists in the interview process; may recommend personnel for hire and discipline.
- Supervises and directs the marketing efforts of new products.
- Promote new programs and work methods of personnel to enhance performance.
- Arranges for repair of equipment for the purpose of maintaining it in a safe and operating condition.
- Organizes computerized Nutrient Standard Menu Planning, recipe development and product testing.
- Implement menu plans for the purpose of meeting mandated daily nutritional requirements of students.
- Maintain training records and/or reports for various job functions.
- Perform related duties as assigned.

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:

Education and Experience Required: Any combination equivalent to two (2) years college-level course work with emphasis in food services management, nutrition or related field, minimum four (4) years experience in large quantity food service operation with minimum two (2) years in food service supervision. Computer literate, familiar with POS software system(s), nutrient analysis, spreadsheet, database and application software.

Skills, Knowledge and/or Abilities Required:

- Knowledge of health codes, sanitation/HACCP principles, nutritional requirements and effective interpersonal communication skills in all levels of the department.
- Ability to perform basic arithmetic calculations; adjust recipes to various quantity demands, use of standard office equipment, evaluate and supervise personnel.
- Skills necessary in the use, cleaning and proper maintenance of food preparation equipment such as oven, ranges, drink dispensers, food warmers, slicers, mixers, etc.
- Abilities to stand for prolonged periods, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, reaching/handling, and hearing, near visual acuity/depth perception. Analyze situations and make decisions in procedural matters without immediate supervision.

Licenses, Certifications, Bonding and/or Testing Requirements:

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