

<b>Job Title:</b> Food Service Supervisor	<b>Job Code:</b> 81870
	<b>Grade:</b> 06X
<b>Job Function:</b> Auxiliary Services	<b>ORP/TRS:</b> TRS
<b>Job Family:</b> Food Service	<b>FLSA:</b> N

## University of North Texas Job Description

### **Purpose/Description**

This position is responsible for skilled work involving food preparation, food service, and cleaning procedures in a dining hall, campus cafeteria or restaurant facility. Work assignments are received in the form of written menus and oral instructions, and is performed under the general supervision of a Food Service Manager.

### **Representative Tasks**

- Actively demonstrates commitment to food quality by establishing specific quality standards with regard to the look, taste, aroma, texture and temperature of all food and takes immediate intervention and corrective measures for any food that does not meet established standards.
- Supervises, instructs, and plans the work of cooks and other food service employees engaged in preparation and service of regular meals and special banquets, and cleaning procedures and related activities.
- Supervises and instructs student employees and maintains their records.
- Assists in and supervises the preparation of meats, vegetables, salads, breads, and desserts.
- Confers with food service manager on menu changes, use of leftovers, and new recipes.
- Daily supervision of food presentation and exceptional Guest service, checking orders received for quality and quantity.
- Follows all food safety policies, procedures, and standards for in house or national brand compliance, and observes safety and security precautions appropriate to work performed.
- Functions as an expert in a specified area of work or services (brand standards, service standards, production standards, opening or closing assigned areas, equipment usage, etc.).
- Serves as a Campus Security Authority for Clery and a Responsible Employee under Title IX.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties or job may change over time in accordance with the ongoing needs of the Department.

<b>Job Title:</b> Food Service Supervisor	<b>Job Code:</b> 81870
	<b>Grade:</b> 06X
<b>Job Function:</b> Auxiliary Services	<b>ORP/TRS:</b> TRS
<b>Job Family:</b> Food Service	<b>FLSA:</b> N

## **Supervision**

*Received:* Work completed with a limited degree of supervision. Supervisor makes assignments by defining objectives, priorities and deadlines, and assists employee with unusual situations that do not have clear objectives. Employee plans and carries out assignments and resolves problems and deviations in accordance with instructions, policies and accepted practices.

*Given:* Typically coordinates and supervises the daily activities of small team performing routine activities. Supervisory responsibilities in providing training for members of the team, monitoring the quantity and quality of work, coaching employees on performance and contributing to employee pay decisions and changes.

## **Education and Experience**

High school diploma/GED equivalent and two years of experience in institutional or commercial food preparation, including one year of supervisory experience; or any equivalent combination of experience, education, or training. The following knowledge, skills, and abilities are required:

- Ability to follow detailed oral and written instructions; ability to direct and manage the work of others.
- Ability to work from written menus, standard recipes and oral instructions.
- Ability to maintain records and complete forms accurately.
- Ability to apply mathematical concepts to complete tasks (example: checking orders for quantity).
- Considerable knowledge of the materials, methods, and equipment used in preparing food on a large scale.
- Considerable knowledge of health hazards in food preparation and service, and knowledge of necessary precautionary measures.
- Knowledge of food values and menu planning.
- Ability to train personnel in the care and use of equipment and in standard practices and methods used in large-scale food service.
- Knowledge of safety and security precautions appropriate to work performed.

## **Licenses, Certificates or Registration**

*Required:* Must be Food Safe Certified or able to obtain certification within 6 months. Ability to obtain a Health Certificate as issued by the Denton City-County Health Department.

<b>Job Title:</b> Food Service Supervisor	<b>Job Code:</b> 81870
	<b>Grade:</b> 06X
<b>Job Function:</b> Auxiliary Services	<b>ORP/TRS:</b> TRS
<b>Job Family:</b> Food Service	<b>FLSA:</b> N

### **Physical Job Requirements**

Constant standing or walking. Requires ability to lift up to 50 pounds. Bends, reaches, lifts, carries, twists, pushes, pulls, and handles equipment when performing duties. Repetitive wrist/arm movements when serving. Manual and finger dexterity and motor coordination are necessary to serve food and handle dishes/trays with agility and speed. Able to reach and operate equipment and systems safely and effectively.

### **Work Environment**

While performing the duties of this job, the employee regularly works indoors. The employee will work near or with food preparation equipment. The employee may occasionally work with toxic or caustic chemicals such as degreasers and sprays. The noise level in the work environment is usually moderate. Ability to work in warm to hot and humid conditions.