

### Assistant Supervisor - Food Service

#### Purpose Statement

The job of Assistant Supervisor - Food Service is done for the purpose/s of planning implementing, directing and maintaining the district's nutritional services; ensuring that departmental work goals are met; complying with state and federal program mandates and health requirements; and ensuring optimal utilization of personnel and financial resources.

#### Essential Functions

- Assists in the training of food service personnel (e.g. food handling and preparation, sanitation, safety, etc.) for the purpose of conveying information and instructing personnel.
- Inspects food service operational sites (e.g. cafeterias, kitchens, storage, etc.) for the purpose of ensuring services are provided according to health standards.
- Performs food service site operations for the purpose of providing backup assistance when adequate staffing is unavailable.
- Recommends policies, procedures and/or actions for the purpose of providing guidance to supervisor.
- Researches new products, vendors, regulations, etc. for the purpose of recommending purchases, contracts and/or ensuring compliance with current regulations.
- Secures substitutes for employees who are absent as needed for the purpose of ensuring the proper functioning of food service operations.
- Supervises department personnel, functions and site operations for the purpose of ensuring department and individual performance objectives are met.
- Supports Supervisor of Food Services (e.g. personnel actions, scheduling, purchasing, etc.) for the purpose of assisting in the performance of their functions.
- Takes catering orders and coordinates events as needed for the purpose of ensuring that special requests such as these are handled in a professional, efficient and effective manner.

#### Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in Food Service department; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; quantity cooking; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with

equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

Pre-Employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**