

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: SUPERVISOR, DINING SERVICES**

**U223.100**

**BASIC FUNCTION:** Under the direction of the assigned manager or administrator, the Supervisor, Dining Services will direct, coordinate, and supervise the overall operations of Campus Center retail food services, Wired Café, gym food services, vending services, mobile food services and catering services. The Supervisor, Dining Services will also perform a variety of technical tasks related to the daily food service operations, training, and supervision of assigned staff.

**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The essential duties of the class are indicated with an asterisk \*)*

- \*1. Manage, supervise, and train employees engaged in the production of food, catering, and beverage services. Assign and review work according to classification, mentor and evaluate employee performance and recommend performance improvement plans, when necessary.
- \*2. Plan, organize, and manage the day-to-day food services operations and activities including but not limited to ordering and receiving food supplies, menu preparation and pricing, determining portions, preparation, and ensuring food safety standards are followed by food services staff.
- \*3. Assist with the development and promotion of strategic plans and long-range goals to attract students and staff to the District's food services operations and facilities; promote food services programs and products
- \*4. Prepare and cook daily menu items for all food services operations including on site facilities and catered events/functions. Coordinate catered event set up, food delivery, clean up, and break down.
- \*5. Research, update, implement, and ensure food safety standards to ensure food operations follow local, state, and federal guidelines in accordance with Food and Drug Administration (FDA), Center for Disease Control (CDC), and the Occupational Safety, and Health Administration (OSHA).
- \*6. Ensure compliance with local, state, and federal laws and regulations, local and state health ordinances in accordance with District policies.
- \*7. Oversee and manage all cash management, including but not limited to, cash counts and daily deposits for all retail food outlets.
- \*8. Plan and implement the Migrant Education Food Program, including food and menu preparation, cooking and serving menu items to eligible program recipients.
- \*9. Participate and assist management in the budget development process on behalf of the Food Services operations; provide budget plans based on operational costs to assist with forecasting budget needs to encompass staffing, equipment, materials, and supplies; maintain and reconcile budget accounts as required.
- \*10. Identify and contract with new and existing vendors to provide a variety of resources for products and services.
- \*11. Monitor food services operations and take corrective action to mitigate risk factors such as financial loss related to inventory; create inventory tracking process to be conducted on a monthly basis.
- \*12. Oversee food and beverage preparation for contracted catering services. Ensure negotiated catering contracts and services requested are delivered in accordance with agreed upon terms and conditions.
- \*13. Perform periodic surveys to obtain student and staff feedback on offered menu items, services, and operational efficiencies; analyze received feedback to evaluate current operations and make recommendations to management to update, modify, or enhance the current food services operations.
- \*14. Inform and enforce food services staff of all mandated sanitation and safety protocols; ensure all measures are followed in accordance with local, state, federal, and District policies.
- \*15. Operates meat slicers, ovens, stoves, grills, beverage fountains and other kitchen appliances; utilizes various kitchen utensils, following all established safety procedures.
- \*16. Performs cashier duties and prepares bank deposits on occasion.
- \*17. Develop and coordinate in-service training programs for food services staff; encourage employee participation in professional development opportunities to increase productivity, proficiency, and morale.
- \*18. Conducts regular meetings with staff to maintain, develop and improve standards and procedures that facilitate the delivery of high-quality standards and services to all customers.
- \*19. Supervisory duties include instructing, planning and assigning work; maintaining standards; determining performance objectives; coordinating activities; responding to employee leave requests; processing monthly timesheets; acting on personnel issues in conjunction with assigned manager or administrator and recommending employee discipline as appropriate.
- \*20. Hires, trains and provides direction to student employees and hourly personnel; monitors hours worked; familiarizes new student employees and other temporary help with area of assignment, facilities, use of equipment and departmental policies and procedures.

21. Participate in and attend professional development events such as conferences and seminars to enhance professional knowledge of the food service industry and operations.
22. Establish and maintain effective working relationships with colleagues and members of the college community through collaboration and respect.
23. Perform other related duties that support the overall function of the position.

**MINIMUM QUALIFICATIONS:****EDUCATION/EXPERIENCE:**

- Associate degree or equivalent from an accredited college or institution\*;  
**AND**
- Two (2) years of progressively responsible experience in the food handling or other area related to the assignment.
- One year of supervisory or lead experience in a food service industry related field.  
*\*Associate's Degree education equivalency equals two (2) years of increasingly responsible work experience for each full year (24-30 units) of college.*

**Certifications:**

- Serve Safe Managers Certification\*
- Hold and maintain a valid driver's license. \*  
*\*Ability to obtain within 6 months of employment date; must remain current throughout employment with the District.*

**DESIRED QUALIFICATIONS:**

- Associate's degree in Culinary Arts or Nutrition

**KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)**

**Knowledge of:** District policies, rules and procedures; knowledge of laws, ordinances pertaining to the specific responsibilities of the position; knowledge of supervisory and managerial concepts and principles; knowledge of current trends, practices and regulations affecting the management of public food services; knowledge and ability to implement retail operations methods and practices; knowledge of food service equipment and products.

**Ability to:** ensure compliance with all laws, regulations and policies through effective training and supervision; ability to motivate and provide leadership to employees; ability to assist in the preparation and management of the department budget; ability to control department expenses through careful management of resources; ability to modify or enhance products and services to ensure customer satisfaction; ability to compose reports, analyses and correspondence; ability to analyze operational problems and prepare comprehensive, clear and concise reports and recommendations; ability to make decisions using good judgment; ability to work independently; ability to establish and maintain cooperative working relationships with those contacted in the course of work; ability to work with diverse populations; ability to make required mathematical calculations accurately; ability to maintain records accurately and with confidentiality as required; ability to operate food service equipment as required.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision to classified personnel and student employees.

**PHYSICAL EFFORT:**

Tasks involve some walking and standing; some lifting and carrying of objects of moderate weight (20-50 pounds); and/or the occasional operation of equipment in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**CONTACTS:**

All classifications of faculty, staff and administration at Butte College; vendors; government food service inspectors; general public.

**WORKING CONDITIONS:** Tasks involve walking and standing, some moderate lifting and equipment operations, some exposure to equipment and instrument hazards.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.