

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Food Service Supervisor

Class Code: 7075

Pay Grade: 108

GENERAL CLASS DESCRIPTION:

Under general supervision, provides supervision for operations and service employees in the distribution of foods.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Supervises operations of food distribution, including set-up, service, maintenance and personnel.
2. Plans and prepares work assignments and schedules.
3. Interviews and recommends employ of support staff.
4. Trains, assigns work to and evaluates the performance of support staff, and recommends salary increases, promotions and status changes, including dismissals.
5. Prepares service and supply requisitions.
6. Maintains inventory controls.
7. Monitors cash register functions.
8. Prepares periodic reports on food distribution activities, including inventory records, personnel records and fiscal reports on cash register functions.
9. Consults with other Food Service Supervisors and Manager to coordinate dining facility operations.
10. Maintains sanitation and safety standards.
11. Determines pattern of food placement in serving areas of dining facility.
12. Prepares menus and pricing boards and schedules.
13. Responds to inquiries and complaints from staff, student and patrons.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

Class Title: Food Service Supervisor

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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of methods and practices of institutional food preparation and service.
2. Knowledge of principles of food sanitation, health hazards, and the necessary precautionary measures.
3. Ability to maintain effective working relationships with others.
4. Ability to establish goals, schedule work, set deadlines for total accomplishment for self and subordinates under time schedule pressure while maintaining cost effectiveness.
5. Ability to measure and evaluate employee performance and conduct interviews.
6. Knowledge of principles of inventory management and control.
7. Ability to collect data and compile food service and food production reports.
8. Knowledge of basic arithmetic skills, i.e. addition, subtraction, multiplication, division, percentages, fractional numbers, decimals, etc.
9. Ability to maintain records of quantities of ingredients used and volume of production.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. High school graduation or equivalent and two years of directly related food distribution experience; or
2. Any equivalent combination of post high school education and experience providing a knowledge or background in institutional food service distribution.

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REVISION EFFECTIVE:

July 1, 1989