

Food Service Supervisor

University of California, Los Angeles
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Class Specifications - C.20
Principal Food Service Supervisor - 5450
Senior Food Service Supervisor - 5451
Food Service Supervisor - 5452

SERIES CONCEPT

Food Service Supervisors supervise Food Service Workers in the performance of duties related to food preparation, food serving and/or general maintenance in a kitchen or dining area; and perform other related duties as required.

Incumbents typically schedule, assign and coordinate work; train and evaluate the performance of personnel working in one or more phases of a food service operation; maintain sanitation and safety standards in a kitchen or dining area; requisition supplies; check the quality of food; maintain portion control in a kitchen or dining area; may supervise a group of Food Service Workers in the preparation of sandwiches, cold plate lunches, regular and/or modified salads in a salad room unit; may supervise a group of Food Service Workers in a dish-room, pot room, trayline or truck service unit; may have responsibility for the maintenance of sanitary and safety standards for food preparation and serving equipment; may have security responsibility for an assigned area; and may assist in maintaining satisfactory customer relations.

Classes in the Food Service Supervisor Series are distinguished from classes in the Food Service Manager Series in that Food Service Supervisors typically perform full supervisory functions in limited areas of a food service operation. Food Service Managers are usually responsible for the planning, organizing, directing and coordinating of a total food service operation. Classes in the Food Service Supervisor series are distinguished from classes in the Food Service Worker series in that Food Service Supervisors perform the supervisory functions of scheduling, assigning, training, coordinating, and evaluation work performance in one or more phases of a food service operation.

The Food Service Supervisor Series consists of three supervisory levels with the distinction between levels based on the nature of the assigned duties, the number of employees supervised, the size and complexity of the food service operation, and the degree of independence exercised in performance of supervisory and related functions.

CLASS CONCEPTS

Principal Food Service Supervisor

Under general supervision, Principal Food Service Supervisors are responsible for the operations in a very small food service installation or assist Food Service Managers in the operations of large or medium-sized food service installations. Management functions performed are usually limited in nature with the scope, variety and/or complexity determined by the type of assignments delegated.

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Food Service Supervisor

As a guide to help determine responsibility at this level, incumbents typically perform limited managerial duties (equivalent to those performed at the Assistant Food Service Manager level) with supervision over 5 or more full-time-equivalent employees, have budget responsibilities in excess of \$50,000, and/or have charge of an operation serving an average of 500 or more persons daily. Incumbents acting as assistants to Food Service Managers typically work in installations employing at least 25 full-time-equivalent employees, with a minimum budget of \$250,000 and having a food service operation serving at least 5,000 persons daily. Incumbents may in addition to the above perform the duties outlined in the Series Concept.

Positions in this class differ from those in the Senior Food Service Supervisor class in that incumbents typically perform limited managerial duties in addition to supervisory functions.

Senior Food Service Supervisor

Under supervision, incumbents have full supervisory responsibility over a unit in a food service operation employing approximately 20 or more full-time-equivalent Food Service Workers.

Incumbents may supervise one or more Food Service Supervisors in performance of duties outlined in the Series Concept.

Food Service Supervisor

Under supervision, incumbents supervise approximately 10 or more full-time-equivalent Food Service Workers in a unit of a food service operation and perform duties as outlined in the Series Concept.

In a large food service operation having more than 25 full-time-equivalent Food Service Workers, incumbents typically have limited supervisory responsibility working under the supervision of a higher level Food Service Supervisor or Food Service Manager.

MINIMUM QUALIFICATIONS

Principal Food Service Supervisor

Ability to read, write, perform basic arithmetic calculations, and five years of experience in food preparation and general maintenance of a kitchen or dining area including at least two years of supervisory experience; or an equivalent combination of education and experience.

Senior Food Service Supervisor

Ability to read, write, perform basic arithmetic calculations, and four years of experience in food preparation and general maintenance of a kitchen or dining area including at least one year of supervisory experience; or an equivalent combination of education and experience.

Food Service Supervisor

Ability to read, write, perform basic arithmetic calculations, and three years of experience in food preparation and general maintenance of a kitchen or dining area; or an equivalent combination of education and experience.