

FOOD SERVICES OPERATIONS LEAD

DEFINITION

Responsible for operational support of Food Services ensuring the timeliness and quality of catering services on campus.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Cafeteria Manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Receives, processes and prepares orders for on campus catering and special events.*

Creates and maintains forms and reports relating to inventory, ordering, and menus.*

Assists in maintaining accurate records of all incoming merchandise.*

Maintains files and records.*

Documents and reports shipment problems such as shortages, damages and inferior products to the appropriate vendor and makes sure proper credit is received.*

Places daily and weekly orders to appropriate vendors for the Cafeteria and snack bars as well as franchises.*

Assists the Franchise and Concept Food Services Lead with franchises and concept food services areas, including ordering and working the line when necessary.*

Serves as cashier when necessary.*

Provides work direction and training to student workers.*

Verifies time sheets for student workers.*

Performs other related work as required.

QUALIFICATIONS

Knowledge of:

Word processing and spreadsheet computerized software.

Office practices, supplies and equipment.

English usage, spelling, grammar and punctuation.

Institutional cooking, preparation and handling of foods under strict sanitary conditions.

Principles and practices of fast food operations.

QUALIFICATIONS (continued)

Practices used in receiving, ordering and storing food products.

Ability to:

Determine quantities of food and supplies required from past experience and anticipation of future needs.

Establish and maintain cooperative working relationships with others.

Work effectively with students, faculty, staff and administrators.

Communicate effectively both orally and in writing.

Spell correctly and use appropriate English.

Meet goals in a timely manner.

Operate a computer and other office equipment; type on a computer keyboard.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

High school graduation or the equivalent.

Any combination of education, training and experience that provides the required knowledge, skills and abilities; an example would be two years experience in a food service operation with increasing responsibilities and independence.

Desirable:

Food Management and Nutrition courses.

Catering experience.

PHYSICAL REQUIREMENTS:

This job requires working with hot foods and surfaces, entering walk-in freezers, standing for long periods, using sharp utensils and lifting and carrying heavy items.

Ability to lift heavy objects.