
Auburn University Job Description

Job Title:	Supv, Food Services	Job Family:	No Family
Job Code:	CA03	Grade 29:	\$25,000 - \$41,700
FLSA status:	Non-exempt		

Job Summary

Responsible for all aspects of food services for customers while supervising staff.

Essential Functions

1. Sets up kitchen for meal preparation and cooks designated meal.
2. Keeps kitchen and equipment used in meal preparation cleaned properly.
3. Delivers food and beverages to other areas of the facility.
4. Serves meals and beverages to customers.
5. Plans the menus for the daily meals and special events.
6. Places food and supply orders with vendors, checks invoices and inventories all food and supplies.
7. Ensure daily menu is posted and quantity of food is predetermined.
8. Instructs new employee on department policy and procedures, health department regulations and on safety and proper procedures in the kitchen.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	3	Experience in food services including food preparation and use of cooking equipment

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of state and local health department regulations related to food storage and preparation.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012
