

Title: Food Supervisor
PG: 22
Status: Non-Civil Service
Position Reports to: Food & Beverage Manager
Department: Parks & Recreation/Golf

Class Code: 8208
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Supervises food service workers who provide food and beverage service to guests.

ESSENTIAL FUNCTIONS:

1. Directs the functions of the administration and planning of the kitchen staff to meet the daily needs of the operation.
2. Clearly describes, assigns, and delegates responsibility and authority for the operation of the various sub departments.
3. Establishes policies and schedules for the operation of kitchen staff and works with lounge staff to achieve a profitable result.
4. Assists subordinate managers to establish and then achieve profit objectives and desired standards of quality food, service, cleanliness, merchandising and promotion.
5. Keeps abreast of new products, equipment, raw materials, services, vendor sources and more cost effective product substitutes to meet quality standards.
6. Ensures that the kitchen operation meets ALL Health Department requirements.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of food, including food preparation, service management practices.
2. Knowledge of food merchandising.
3. Knowledge of finance and accounting.
4. Ability to display, supervising organizational, negotiation, oral and written communication skills.
5. Ability to effectively present information in one on one and small group situations to customers, clients, and other employees.
6. Ability to understand and carry out instructions furnished in written, oral, or diagram form.
7. Ability to stand, stoop, kneel, crouch or crawl
8. Ability to add, subtract, multiply and divide.
9. Ability to frequently lift and/or move up to 50 pounds.

WORKING ENVIRONMENT/CONDITIONS:

Light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Three (3) years supervisory experience in the food industry.
3. One (1) year of formal culinary training is preferred.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level one (1) or completion within twelve (12) months.

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SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.