

## NORTH CENTRAL MICHIGAN COLLEGE

POSITION TITLE: Food Service Supervisor - Set-Up	HOURS: Part-time, nine month position with seasonal potential for summers as needed. Up to 28 hours per week.	ORIGINAL DATE: September, 2009	GRADE:
ORGANIZATIONAL UNIT: Food Service	REPORTS TO: Director of Food Service & Conference Center	REV NO. & DATE: July, 2017	PAGE: Page 1 of 1

### **PRIMARY FUNCTIONS:**

The Food Service Set-Up Supervisor is responsible for the direct supervision of food service staff, particularly in the area of coordinating room set ups for functions. Responsible for studying event schedules in advance and maintaining communication with Director and Assistant to the Director of Food Service and Conference Center to arrange chair/table/equipment set up and tear down, and communicating those schedules to student employees.

### **DUTIES AND RESPONSIBILITIES:**

1. Stay informed on All Food Service and Conference Center events, using College software and Director's bulletin board.
2. Must have full understanding of Program Sheets, and all software used by the department.
3. Will be expected to develop rudimentary knowledge of tech equipment used by department for events.
4. Set-up rooms according to the Program Sheets.
5. May be asked to line cook during busy times.
6. May be asked to fill in other shifts as needed.
7. Assists the Director in customer relations.
8. Assists with organizing special functions.
9. Handles guest questions and complaints.
10. Greets clients at special functions.

The above statements are intended to describe the general nature of the job. They are not considered a complete list of all the job duties. Other duties may be assigned, as needed, by the Director of Food Service & Conference Center.

### **MINIMUM QUALIFICATIONS:**

1. Requires High School diploma or equivalent
2. Two years food service experience
3. Supervisory experience
4. ServSafe Certification or certifiable within 6 months.

### **PHYSICAL DEMANDS:**

- Required to lift 25 pounds
- Stand during work shift, walk, stoop, kneel, or crouch
- Speak to customers with proper grammar and in a pleasant manner.
- Required to taste and/or smell

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to moving parts; fumes or airborne particles; toxic or caustic chemicals.