



West Valley - Mission

Community College District

CLASS SPECIFICATION

SUPERVISOR, CATERING SERVICES

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 22

DEFINITION

To plan, organize, direct and supervise catering operations within the college; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Director, Business and Workforce Development.

Exercises direct supervision over assigned maintenance, administrative support, temporary and student staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for catering operations related to area of assignment; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in college catering activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Plan, organize and recommend marketing and advertising activities; promote college catering capabilities.

Promote, prepare, and conduct special activities, events, and presentations in support of the program.

Establish and maintain catering event service standards; monitor and ensure compliance with pertinent health, safety, sanitation, and food service standards.

Maintain records and prepare reports related to event planning, ordering, and billing; coordinate inventory of food, equipment and service items.

Consult with faculty and administrators to ensure events are planned and conducted to support and enhance, and not disrupt, the instructional programs.

Answer questions and provide information to students, staff, administrators and others; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of hospitality management.

Equipment, tools and materials used in catering operations.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of sanitation and safety management.

Pertinent local, state and federal laws, ordinances and rules.

Ability to:

Organize, implement and direct catering operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and explain pertinent catering service and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and the ability to travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in hospitality management, event planning and/or restaurant or catering operations; including one year providing technical and functional supervision over assigned staff.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in hospitality management or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, an appropriate, valid Serve Safe sanitation certification.

EEO Category: Professional Non-Faculty

Date Approved: December 12, 2016