

# Dining Services Supervisor I

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## Job Description

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### Position Information

Position Title	Dining Services Supervisor I
Position Number	DISESUPP110*6453
Department	Dining Services
Reports to (Title)	Director of Dining Services

### Seated Employee

Employee First Name

Employee Last Name

### Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

### Job Summary

The Dining Services Supervisor will assist in directing the operations of the Marketplace, The Spencer Grill and the Marketplace Dishroom to ensure high quality food and service. Specifically this position supervises and trains student staff, is responsible for reviewing and approving student payroll using Novatime software and scheduling all student staff using When to Work scheduling software. The Dining Services Supervisor will reconcile daily cash receipts and prepare daily deposits for the cashiers office. Other responsibilities include assisting with student training, monitor and assure Federal, State, College and departmental standards are met in all areas of dining to include safety and sanitation of the department. Maintenance of an adequate inventory of food and supplies for the operation is necessary for efficient operations of the Dining Services departments. Effective communications, both verbal, and in written form, are necessary to be successful in this position. Communications of staffing levels and needs, operational changes, discrepancies, equipment and personnel issues are in need of immediate communication to appropriate personnel. Additionally it is critical that student staff documentation is current. Good personal hygiene and a professional appearance is a must. This is a working supervisory position in the Marketplace, Marketplace Dishroom and The Spencer Grill.

### Position Summary Information

**Select the level of education needed to successfully accomplish the essential duties of this job.** High school diploma or general education degree (GED)

**If a specific degree, certification, license, or registration is necessary, please list.** High school diploma or general education degree (GED).

**Select the level of experience needed to successfully start the** Five years or more

**position and accomplish the essential duties of this job.**

**Preferred Qualifications**

Serve-Safe Certification; Must have a valid driver's license-

**FLSA Category**

Non-Exempt

**Staff/Faculty**

Staff

**Employment Status**

**Employment Category**

**Essential Staff (emergency situations)?**

No

**On-Call?**

**Essential Responsibilities**

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

*Essential Responsibility percentage of time needs to equal 100%*

**Responsibility**

Hire, schedule (using When to Work), train and develop all student staff of Dining Services.  
Responsible for reviewing, assigning wage rates and approving student payroll using Novatime.

**Percentage Of Time**

45

**Responsibility**

Effectively communicate with students, co-workers, cashiers, and the management team, keeping them informed of shift changes, student staff personnel issues and end-of-shift reports. Must have good written communication skills to complete job references and other documents pertinent to this position. Computer skills to communicate to student staff electronically, update Microsoft Teams communications, review payroll and work with the scheduling program are necessary.

**Percentage Of Time**

15

**Responsibility**

Prepare daily deposit and reconcile cash drawers.

**Percentage Of Time**

10

**Responsibility**

Orders supplies and food as assigned. Perform walk throughs to determine needs and order accordingly.

**Percentage Of Time**

15

**Responsibility**

Implement and assure all Safety and sanitation policies and procedures are being followed in accordance with all Federal, State, College, and Departmental regulations.

**Percentage Of Time**

15

**General Responsibilities**

**General Responsibilities**

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.

(5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.

(6) Protect confidentiality of College information.

(7) Provide leadership to others through example and sharing of knowledge/skill.

(8) Communicate with others in a courteous and helpful manner.

(9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.

(10) Perform other duties as assigned.

### Supervisory Responsibilities

**Does this job have supervisory responsibilities?**

Yes

**If yes, then check all that are supervised by this position.**

**Supervise Student Staff**

Yes

**If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)**

40

**Supervise Non-Exempt Staff**

No

**If you supervise non-exempt staff please enter the number.**

**Supervise Exempt Staff**

No

**If you supervise exempt staff please enter the number.**

**Select the level of supervision that this position provides.**

Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

### Supervision Received

**Select the level of supervision that this position receives from their supervisor.**

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

### Computer Operations

**Please check one of the following**

Basic personal computer skills including electronic mail, word processing, etc.

### Travel

**Please check one of the following**

No travel required.

### Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

### Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

<b>Analyzing information or data</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Effective communication skills</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Composing &amp; comprehending communication materials</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Establishing effective interpersonal relationships</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Adjusting to changes (work load, environment, department structure, etc.)</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Using logic to define problems, collect information, establish facts, draw valid conclusions, etc</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Making decisions of moderate to substantial consequence</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Performing mathematical calculations</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Editing reports or technical materials</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Planning and organizing (work load, schedules, events, etc.)</b>	Over 2/3

- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	Over 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Over 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	Over 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	Over 2/3
- Essential or Marginal?	Essential

**Physical Requirements**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	1/3 to 2/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	Over 2/3
Ascend or descend ladder	Under 1/3
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	1/3 to 2/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

<b>Weight lifted or force exerted: up to 10 pounds (with or without assisted device)</b>	1/3 to 2/3
<b>Weight lifted or force exerted: up to 25 pounds (with or without assisted device)</b>	1/3 to 2/3
<b>Weight lifted or force exerted: up to 50 pounds (with or without assisted device)</b>	1/3 to 2/3
<b>Weight lifted or force exerted: up to 100 pounds (with or without assisted device)</b>	None
<b>Weight lifted or force exerted: more than 100 pounds (with or without assisted device)</b>	None
<b>Please check one of the following</b>	Moderate physical activity performing somewhat strenuous daily activities.
<b>Does this job have any essential vision requirements? Check all that apply.</b>	Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors)

**Work Environment**

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

<b>Wet or humid conditions (non-weather)</b>	Under 1/3
<b>Extreme cold (non-weather)</b>	Under 1/3
<b>Extreme heat (non-weather)</b>	None
<b>Outdoor weather conditions</b>	None
<b>Work near moving mechanical parts</b>	Under 1/3
<b>Work in high, precarious places</b>	None
<b>Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)</b>	Under 1/3
<b>Toxic or caustic chemicals</b>	Under 1/3
<b>Work with explosives</b>	None
<b>Risk of electrical shock</b>	Under 1/3
<b>Vibration (i.e. operating jackhammer, impact wrench)</b>	None
<b>Risk of radiation</b>	None
<b>Confined Spaces</b>	None
<b>Please check one or more of the following locations where this job would work</b>	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
<b>How much noise is typical for the work environment of this job? Check the appropriate level below.</b>	Moderate noise (examples: business office with computers and printers, light traffic)

## Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

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## Position Documents

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No documents have been attached.