UNIVERSITY OF SOUTHERN CALIFORNIA

Kitchen Supervisor

Job Code: 143021

Grade: 00

OT Eligible: Yes

Comp Approval: 6/22/2012

JOB SUMMARY:

Oversees daily culinary kitchen operations and back of the house areas. Performs kitchen prep work similar to other kitchen staff. Supervises, trains and coordinates activities of kitchen staff.

JOB ACCOUNTABILITIES:

Serves as a working supervisor overseeing all aspects of kitchen daily operations. Maintains currency with, understands and ensures unit compliance with all departmental, divisional and university policies and procedures, including inventory procedures and all applicable local, state and federal, health and safety guidelines.

Performs kitchen prep work similar to other kitchen staff (e.g., gathering, cleaning, washing, cutting, seasoning, cooking, etc.) and trains others performing similar duties. Demonstrates to kitchen staff techniques to safely perform kitchen duties to prevent damage and/or injury.

Maintains par-stocks of food products for all menu items and ensures food ingredients are stored in designated areas and rotated properly. Maintains ongoing, updated inventory of kitchen equipment and food products and other related materials utilizing an information system. Reports need for equipment repairs.

Monitors menu items volume and sales mix with Kitchen Manager to ensure par-stocks are maintained.

Assists with maintaining and controlling costs for food, beverage and labor within established budgetary guidelines and ensures unit meets revenue expectations.

Has responsibility for all kitchen related tasks, including opening and closing unit(s), turning equipment on and off, checking for equipment operability, conducting food safety walkthroughs, monitoring employee check-ins, maintaining a clean and safe work area, and adhering to time and attendance policies.

Supervises the equivalent of two full-time staff engaged in kitchen activities. Schedules, assigns, coordinates and prioritizes workloads on a daily basis. Sets appropriate goals, objectives and deadlines. Ensures kitchen goals and objectives are met on a daily basis by staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.

Prioritizes and delegates tasks in kitchen layout and prep techniques to ensure quality of menu and production times.
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No 
[ ] Yes 

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

High school or equivalent

Minimum Experience:

1 year

Minimum Field of Expertise:

One year experience within a high-volume, full service kitchen environment. Knowledge of all kitchen equipment, small or large scale. Experience supervising and/or leading others performing similar duties. Demonstrated knowledge of pertinent local, federal and state health and safety laws and regulations.

Preferred Education:

Specialized/technical training

Preferred Experience:

2 years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Coaching
Communication -- written and oral skills
Conflict resolution
Counseling
Human resource process and employment knowledge
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Scheduling
Staff development
Supervisory skills
Teaching/training

Skills: Machine/Equipment:
  Calculator
  Computer network (department or school)
  Computer network (university)
  Computer peripheral equipment
  Fax
  Personal computer
  Photocopier

Skills: Specialized Equipment:
  Blender
  Coffee maker
  Dishwasher
  Electric can opener
  Food mixer
  Food processors and/or other food processing equipment
  Freezer
  Gas oven
  Gas range
  Griddle
  Knife sharpener
  Meat slicer
  Microwave oven
  Refrigerator
  Thermometer
  Toaster

Skills: Trade/Auxiliary:
  Calculate measurements
  Compute totals
  Customer service
  Handle knives
  Maintain inventories
  Maintain records, logs, etc.
  Prepare food and beverages
  Serve customers
Understand and apply policies and procedures
Use culinary techniques

**Supervises:** **Level:**
Supervises employees and/or student workers.

**Supervises:** **Nature of Work:**
Service/Maintenance

**Comments:**
Must have flexible schedule; able to work any shift as assigned. Understands that regular attendance and punctuality is expected of all employees. Must successfully complete ServeSafe certification. Must have valid California Food Handler Card or obtain card within first 30 days of hire.

**SIGNATURES:**

Employee: ________________________________ Date: __________________________

Supervisor: ______________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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