

BREVARD COLLEGE

BREVARD, NORTH CAROLINA

Dining Services Shift Supervisor

POSITION SUMMARY:

- Full-time, hourly, non-exempt staff position.
- May work in any type of food location on campus.
- Responsible for overseeing all front-line staff and production of the food service program.
- Ensures proper food handling, presentation, portion control, and maintenance of proper serving temperature.
- Promotes the use of station based production sheets, recipes, and quality tracking logs, through generation of reports.
- Inspects and manages daily/weekly/monthly sanitation and cleaning schedules, tasks pertaining to food service facility and equipment.
- Executes and controls the quality assurance program including: training, auditing, reporting, regular and deep-cleaning schedules and daily checklists.
- The individual will coordinate the routine work activities of workers and/or service employees engaged in food operations or services at Brevard College.
- The individual will provide support to management staff in the daily oversight of key functions and employees during the normal course of business. The general responsibilities of the position include those listed below, but Brevard College may identify other responsibilities of the position.

GENERAL RESPONSIBILITIES:

- Understands and follows all policies and procedures.
- Ensures a safe working environment throughout the facility for all employees.
- Monitors employee productivity and provides suggestions for improved service and productivity.
- Inspects the facility daily and reports deviations according to the standards of the Director.
- Performs day-to-day assignments in addition to oversight duties.
- Works with customers to ensure satisfaction in such areas as quality, service and problem resolution.
- Promotes staff development among the food service team.
- Maintains and communicates a safe and secure mindset, which protects both the assets of the college and personal safety of employees and customers.
- Complies with all North Carolina Health policies and procedures.
- Reports all accidents and injuries in timely manner.
- May perform other duties and responsibilities as assigned.

QUALIFICATIONS:

Education, Experience, Training:

- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Must have basic phone and computer skills (email, texting, etc.).
- Must have food service supervisory experience

At the College's discretion, the education and experience prerequisites may be excepted when the candidate can demonstrate, to the satisfaction of the College, an equivalent combination of education and experience to prepare the candidate for success in the position.

Knowledge, Skills, Ability:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential to success in this position.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Ability to work a flexible schedule.

ESSENTIAL FUNCTIONS:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 25 pounds.

Apply electronically: include a cover letter addressing interest in Brevard College and qualifications for position along with a resume and at least three references. Please send all information to Steve Smith, Director of Dining Services: smithsc@brevard.edu.

Application review begins immediately, continuing until position is filled. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all candidates considered for employment. Brevard College seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.