

## **ASSISTANT FOOD SERVICE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work involving a responsibility for providing operational support in the preparation and service of food, including basic cooking duties. The work may also include assisting in the coordination of food service activities, which includes assisting in managing a small food service program or overseeing areas within a larger food service operation. The work is performed under the general supervision of a Food Service Supervisor and supervision is exercised over lower-level food service personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in overseeing and participating in the preparation, serving and storage of meals in accordance with established guidelines;

Assists in cooking and assembling menu items including vegetables, salads, sandwiches, soups, etc.;

Supports the Food Service Supervisor with inventory management, ordering supplies and organizing deliveries;

Provides guidance and instruction to food service staff and helpers on proper food handling and equipment usage;

Operates and assists with kitchen equipment such as slicers, mixers, ovens, dishwashers and small appliances;

Oversees and assists with cleaning kitchen areas, equipment, dishes and utensils and ensuring proper sanitation standards are maintained;

Ensures a clean and sanitary environment in the kitchen, serving areas and dining spaces;

Monitors cashier activities and ensures accurate handling of cash and point-of-sale transactions;

Maintains operational records including staff schedules, production counts and inventory usage;

Prepares basic reports;

Oversees the onboarding and training of new team members while promoting key procedures, safety and hygiene standards;

Creates menus and makes necessary adjustments to accommodate dietary restrictions and ingredient availability;

May act for and in place of a Food Service Supervisor, as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern methods and techniques used in a food service operation; good knowledge of food storage, preparation and serving techniques; good knowledge of cooking utensils, appliances and equipment; good knowledge of the principles and practices of nutrition and menu planning; ability to supervise the work of others in the performance of routine food service and cleaning duties; ability to prepare basic food and assist with cooking tasks; ability to use kitchen supplies and equipment; ability to perform on-the-job training to food service staff; ability to understand and carry out oral and written directions; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare basic reports.

**MINIMUM QUALIFICATIONS:** Six (6) months of paid work experience which involved cooking or food preparation within a public or institutional setting (e.g., restaurants, cafeterias, catering services or similar environments),\* which also involved providing work direction or supervision of staff.

\*Experience gained solely in a private or home setting will not be considered sufficient.

**PROMOTION:** One (1) year of permanent status as a Senior Food Service Helper.