



## **Job Specification**

**Job Title: Food Services Supervisor**  
**BCAT Code: 800X AC**  
**Pay Grade: G12**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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### **General Description**

Performs supervisory position responsible for planning and preparing menus for the university's Child Development Center.

### **Examples of Duties**

- Plans menus to provide nutritious meals in order to meet licensing requirements.
- Makes adjustments as needed in menus to provide for children with special needs.
- Orders food, cleaning and laundry supplies from vendors. Ensures that vendors provide contracted services. Makes recommendations for new vendors.
- Maintains financial records, and ensures bills are paid promptly.
- Plans and caters meals for special events.
- Maintains clean and organized kitchen and laundry room areas.
- Supervises kitchen staff.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Considerable knowledge of nutrition and dietary standards.
- Knowledge of kitchen and laundry room supplies and equipment used for infants and preschool children.
- Effective time management skills.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective management skills.
- Ability to lift cases of foods and supplies (up to 50 lbs. or more).

### **Minimum GSU Hiring Standards**

Bachelor's degree in Home Economics, Nutrition or related field and three years experience in nutrition and food service for children; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*