



## VACANCY ANNOUNCEMENT

**Dining Services Supervisor – The “J”**

**First Review: Monday, January 14, 2019**

**\$2,591 - \$3,640/mo. (\$14.95 - \$21.00/hr.) Pay rate within the range depends on experience.** This is a full-time position in **HSU Dining Services** with excellent benefits including health, dental, and vision insurance; vacation, holidays, sick leave, and CalPERS retirement.

**About:** HSU Dining Services manages and provides all aspects of culinary services for the campus community. Operations include a full-service, seven days per week dining facility for resident students, a variety of cafes, marketplaces and food court options, and an extensive range of catering services. For additional information about HSU Dining Services, please visit: <https://dining.humboldt.edu/>

**Position Summary:** Under general supervision, the Dining Operations Supervisor oversees the operational activities of the dining unit the position is assigned. Primary responsibilities include providing leadership, guidance, support, and supervision of full-time and student employees; maintaining high-quality standards in regards to cleanliness, food quality, food safety, sanitation, and product placement; ensuring workplace safety; providing excellent customer service to the HSU community; and promoting a successful dining operation.

**Duties:** The Dining Services Supervisor is responsible for, but not limited to, the following:

- Oversee floor and front of the house operations including monitoring staffing levels
- Maintaining a working knowledge of food product ingredients to respond to customer inquiries regarding allergens and other dietary restrictions
- Work with catering staff to ensure orders are ready in time and that deliveries, set-ups and take-downs are completed as scheduled
- Oversee kitchen and food production which includes ensuring proper food-handling and sanitation procedures are in place
- Assist with hiring, supervising, and training more than 100 part-time student employees
- Provide employee safety and other job-related training
- Assist with ordering, receiving and storage of food, cleaning products, and other supplies
- Maintain general safety of the dining facility
- Maintain food service equipment and reduce waste
- Oversee cashiers and cash register operations
- Maintain excellent customer service; respond to and resolve customer concerns promptly and positively
- Assist with monthly inventory count and other recordkeeping functions
- Follow and support the campus and Dining Services' sustainability practices

**Minimum Qualifications: Education & Experience:** High school diploma or equivalent plus two years of food service experience and one year of supervisory experience. Possess ServSafe manager's certification or equivalent, or obtain before the first day of employment. Strong cash register, supervising, and customer service skills desired.

**Knowledge, Skills and Abilities:** Knowledge of safe food handling and sanitation practices. Experienced with foodservice industry activities and equipment usage. Skilled in motivating and supervising employees. Ability to schedule, supervise, and evaluate the work of others. Must be able to work with minimal supervision. Ability to work effectively in a climate characterized by heavy traffic loads, shifting priorities, and the need to balance multiple tasks. Possess an energy level capable of working in a high-volume, fast-paced environment for extended periods of time. Ease in dealing with a diverse population, including students, faculty, staff, and the general public. Must be able to apply and interpret policies and procedures. Ability to communicate effectively both verbally and in writing. Ability to maintain cooperative working relationships in a team-oriented environment. Basic knowledge of computer software, email, online ordering, word processing, and spreadsheets. Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

**Physical Requirements:** Average physical agility and ability to stand for prolonged periods of time; strength and mobility to lift and carry items up to 50 pounds; reach, bend, kneel, stoop, climb, push and pull items. Must have manual dexterity and eye-hand coordination; corrected hearing and vision to normal range and clear verbal communication. Ability to work extended shifts.

**Special Conditions of Employment:** Ability to work a flexible schedule that includes evenings and occasional weekends. Must possess ServSafe manager's certificate or equivalent. Speak, read, write, and understand English. Occasional layoff due to lack of work; these periods generally fall on semester breaks and summer session. Strong customer service orientation. Valid California Driver's License and a driving record acceptable to our insurance underwriters. Must comply with proper grooming standards and present a professional appearance.

**Application Procedure:** Applicants should submit a *cover letter of interest*, [University Center Employment Application](#), *resume*, and *contact information* of at least *three professional references*. **Application packets that do not include the [University Center Employment Application](#) will not be considered.**

Application packets can be mailed, e-mailed, faxed, or hand-delivered:

Dining Search Committee

University Center, HSU

1 Harpst Street

Arcata, CA 95521

E-mail: [univctrjobs@humboldt.edu](mailto:univctrjobs@humboldt.edu)

FAX: 707-826-4412

***It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies.***

**Application Deadline:** This position is open until filled. The first review of applications will begin on Thursday, January 31, 2019.

***Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check and employment verification) must be completed satisfactorily before any candidate can be offered a position with the University Center. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current University Center employees who apply for the position.***

The University Center is an Equal Opportunity/Title IX/ADA Employer, and hires only individuals authorized to work in the United States. This is NOT a State position.