Georgia State University

Job Title: Assistant Food Operations Supervisor

BCAT Code: 092D01                                      Effective Date: June 1, 2011
Pay Grade: G11                                      FLSA Status: Exempt                                      Revision Date: July 1, 2013

General Description
Performs in–house food services and on-site administrative duties under the general direction of the Food Operations Supervisor.

Examples of Duties
- Opens and closes an establishment, such as cash verification, reconciliation of cash drawers, credit cards, and cash disbursements.
- Prepares, runs, and analyzes daily/monthly reports.
- Posts, reviews and adjusts schedules.
- Assists with and coordinates in-house food operations.
- Serves as direct Supervisor in the absence of the Food Operations Supervisor.
- Assists in providing recruitment supervision, training and development, monitoring overtime, assigning work and completing performance evaluations.
- Assists in reviewing the financial performance of assigned operations.
- Aids in overseeing production, operation, sanitation, inventory, delivery, quality control and record keeping for food services.
- Maintains an effective training program.
- Represents and promotes the interests and mission of Auxiliary Services in various meetings.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Effective time management skills.
- Effective organizational skills.
- Effective oral and written communication skills.
- Effective management skills.
- Ability to sign packing slips, work orders, and other paperwork.
- Ability to manage budgetary responsibilities.
- Ability to lift cases of foods and supplies (up to 50 lbs. or more).
- Ability to handle confidential information.

Minimum GSU Hiring Standards
Associate’s degree and two years of related experience in the food service environment.

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.