Food Service Worker IV (0564)

**Basic Purpose/Job Function:** Supervises overall operation of a restaurant, snack bar, cafeteria or other assigned food service area.

**Examples of Titles Replaced:** None

**Typical Functions May Include:**

1. Supervises, trains and evaluates assigned personnel
2. Determines work priorities, plans schedules, assigns and reviews work
3. Coordinates food preparation, delivery and serving
4. Oversees inventory management and procurement
5. Ensures adequate supplies, materials and equipment are available
6. Monitors the operational safety and cleanliness of facilities and equipment
7. Assists with preparation of master menus
8. Opens and secures facility
9. Attends meetings, in-service training and work related classes
10. Adheres to university and Health Department quality standards.
11. Responds to routine customer inquires, resolves problems and routine complaints
12. Researches and prepares records pertinent to departmental operations
13. Oversees operation of cash register/card reader; prepares daily cash report
14. May assume responsibility for a second shift
15. Performs other related duties as assigned

**Risk Management:** Uses established safety practices to protect health and safety of personnel and property.

**Supervision of Others:** Serves as lead operator on assigned shift(s)

**Supervision Received:** Receives limited supervision

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 18 – 36 months  
  **Type:** Food Service/Management
- **Skills:** Communicate orally and in writing as required to exchange information; read and understand basic written materials; basic math and computer skills
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- **Special Requirements**: Regular exposure to extreme temperature changes, odors and loud noises; must be able to bend, lift, stoop, lift above shoulders and carry 30 pounds; may perform shift work; willing to wear and maintain uniforms including head covering; must be at least 16 years old as required by the Fair Labor Standards Act; may be required to carry equipment up to 50 pounds; background check required as a condition of employment; Hepatitis A & B shots required or testing can be done annually at the employee’s expense.

  - **Licenses**: To be determined by nature of job and/or department
  - **Certifications**: Safe Food Handling and Sanitation Certification may be required upon employment; others as determined by nature of job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.