CAMP SAN LUIS OBISPO DINING FACILITY SUPERVISOR
(Supervisor Schedule Position)
(Range 40)

DEFINITION
Under the direction of the Director of Workforce Economic Development and Community Programs, in collaboration with the California Army National Guard (CA ARNG) Supervisor, supervises Camp San Luis Obispo (CSLO) Dining Facility (DFAC) service operations to achieve customer satisfaction, quality service and compliance with policies and procedures while meeting and exceeding operational goals. Act as the full-time program supervisor for food service at CSLO. Provide food service liaison with food service contractor, DoD and non-DoD agencies, Youth Programs, Garrison Commander, and installation supporting staff.

DISTINGUISHING CHARACTERISTICS
This position is distinguished by the requirement to provide on-site supervision at CSLO DFAC and to exercise a high level of independent judgment. Under the direction of the CA ARNG Supervisor, this supervisor must work effectively with all CSLO staff, tenants, and transient customers to include Youth Programs that use the DFAC year round. Incumbents in the position must have the capacity and willingness to work evenings, holidays, weekends or unusual shifts and/or be on call at times.

Incumbents in this position support student learning outcomes by extending resources and services that Cuesta has available or has access to and that are needed and requested by institutions and entities throughout San Luis Obispo County.

ESSENTIAL FUNCTIONS
- Act as Contracting Office Representative (COR) for the CSLO Food Service contract;
- Review all serving schedules, equipment, supplies, and serving line set up to ensure a quality meal service to customers on a daily basis;
- Implement CSLO command policy and resolve daily operations problems through consistent monitoring of food service operations to ensure compliance with safety and security regulations, standard operating procedures, and to ensure an optimal level of service and quality;
- Ensure customer headcount is accurately reported to Food Service contractor;
- Provide oversight to ensure food is prepared, served and stored in accordance with the Food Service contract and safe food handling techniques;
- Act a liaison between CSLO, Youth Programs, CSLO tenants, resident customers, and the Food Service contractor;
- Verify Food Service contractor invoices with customer headcount;
- Assist customers to arrange meal service by preparing cost data analysis, processing request, preparing and presenting invoices, and providing accurate accounting;
- Monitor compliance to safety standards by daily walk through of all work areas;
- Conduct monthly sanitation and safety inspections, report deficiencies to CSLO command and ensure corrections are made by responsible parties;
- Conduct regular monitoring of equipment, call in work orders, and report equipment failure emergencies;
- Complete and maintain all required files, logs, and reports;
- Work with large groups or people and/or volunteers;
- Interact with the public, military personnel and employees with tact, courtesy and discretion;
- Supervise two to three part time assistants;
• Perform other related duties as required.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:
Required
• Bachelors Degree

Experience:
Required
• Two years experience in operating or managing a food service establishment. Higher education in related fields may be substituted for experience;
• Two years managerial, administrative or leadership experience, which required the direct supervision of personnel or volunteers;

Preferred
• Experience working with at-risk teenagers;
• Experience in funds management and facility maintenance requirements.

Knowledge of:
• Substantial body of program and principles, concepts, policies and objectives of food service management;
• Time management and team building skills;
• Roles and functions of outside agencies as they relate to this position;
• Computer programs necessary for record keeping and databases;
• Correct English usage: grammar, spelling, vocabulary, and punctuation.

Ability To:
• Effectively design, manage and implement an installation food service program which meets the diverse mission requirements of CSLO tenants and transient customers;
• Analyze situations and propose alternative methods to solve problems relating to food service;
• Identify and initiate actions to improve deficiencies or weaknesses;
• Establish and maintain cooperative working relationships with those contacted in the performance of duties;
• Prioritize and complete multiple tasks;
• Communicate effectively orally and in writing;
• Handle confidential information with complete security;
• Exercise sound judgment and work independently at complex tasks;
• Learn and interpret rules, regulations, and laws dealing with commercial food service.

Physical ability to:
• Read and comprehend printed matter and text and data on computer monitors;
• Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
• Sit or stand for extended periods of time;
• Lift and/or carry 25 pounds.
Licenses and/or Certificates: Required

- California Driver's License;
- Food Safety Certificate.

Board of Trustees Approval: 03/07/2012