

**Habib University**  
**Job Description**

<b>Position Title</b>	Cafeteria Supervisor
<b>Department</b>	Student Life & Operations
<b>Reporting Relationship</b>	Assistant Director of Student Life
<b>Dated</b>	21 <sup>st</sup> August, 2015

**Scope of the Position**

This position is responsible for the direct supervision of Cafeteria. The individual will be responsible for all aspects of food services on campus inclusive of: spaces assigned for dining; any outside food vendor coming to campus; being a liaison for all catered events; interacting with the cafeteria vendor; ensuring contracts are being adhered too; ensuring costs are being tracked; prices are affordable for the clientele; food choices are healthy and varied; monitoring the safety/sanitary situation in the kitchen, serving area, and dining area; and establishing that the clientele (students, faculty, and staff) are satisfied with food services offered at HU.

**Key Functions**

**General Tasks:**

- Communicate with key stakeholders (Cafeteria vendor, all food/catering vendors, Administration department, Operations department, Finance department, Student Life...).
- Look for vendors to come to campus (food carts, caterers, food service providers...). Negotiate said contracts and communicate with relevant offices to create a holistic food services operation on campus for students, staff, faculty, and visitors.
- Maintain a high level of food quality & service in the HU Cafeteria.
- Oversee the vendor in the Cafeteria & any new food services locations on campus.
- Facilitate on-campus catering operations.
- Assess food quality & service with key stakeholders.
- Creating and ensuring staff that are handling food are maintaining proper food handling procedures and protocols. Including cleanliness of all cafeteria areas, kitchen areas, food prep areas, equipment, and staff.
- Regularly inspecting all service areas, equipment, and staff to ensure safety and sanitation.
- Assuring proper inventory and maintaining safe guarding of all cafeteria supplies, equipment, and materials.

<b>Required Qualification, Experience and Skills</b>	
<b>Qualifications and Skills Required</b>	<ul style="list-style-type: none"><li>• Requires Bachelor's degree</li><li>• Two years food service experience</li><li>• Supervisory experience</li></ul>
<b>Additional Information</b>	
	<ul style="list-style-type: none"><li>• This individual may be requested to work non-traditional hours including nights and weekends.</li></ul>