



**JOB INFORMATION**

<i>Job Code:</i>	143021
<i>Job Title:</i>	Kitchen Supervisor
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Hospitality
<i>Job Family Group:</i>	Auxiliary Services 1
<i>Management Level:</i>	6 Supervisor

**JOB SUMMARY**

Oversees daily culinary kitchen operations and back of the house areas. Supervises, trains and coordinates activities of kitchen staff.

**JOB QUALIFICATIONS:**

**Education**

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Specialized/technical training	

**Additional Education**

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

**Work Experience**

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	
	X	2 years	

**Additional Work Experience**

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

**Knowledge, Skills and Abilities**

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>

**Other Job Factors**

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Trains kitchen staff and demonstrates safety techniques to prevent damage and/or injury.				
Maintains par-stocks of food products for all menu items and ensures food ingredients are stored in designated areas and rotated properly. Maintains ongoing, updated inventory of kitchen equipment and food products and other related materials utilizing an information system. Reports need for equipment repairs.				
Monitors menu items volume and sales mix with Kitchen Manager to ensure par-stocks are maintained.				
Assists with maintaining and controlling costs for food, beverage and labor within established budgetary guidelines and ensures unit meets revenue expectations.				
Has responsibility for all kitchen related tasks, including opening and closing unit(s), turning equipment on and off, checking for equipment operability, conducting food safety walkthroughs, monitoring employee check-ins, maintaining a clean and safe work area, and adhering to time and attendance policies.				
Supervises the equivalent of two full-time staff engaged in kitchen activities. Schedules, assigns, coordinates and prioritizes workloads on a daily basis. Sets appropriate goals, objectives and deadlines. Ensures kitchen goals and objectives are met on a daily basis by staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.				
Prioritizes and delegates tasks in kitchen layout and prep techniques to ensure quality of menu and production times.				
Serves as a working supervisor overseeing all aspects of kitchen daily operations. Maintains currency with, understands and ensures unit compliance with all departmental, divisional and university policies and procedures, including inventory procedures and all applicable local, state and federal, health and safety guidelines.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job

description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.