

WARTBURG COLLEGE
POSITION DESCRIPTION
October 1, 2009

Dining Services Bakery Supervisor-level 5

Full-time position, responsible to the Assistant Director and College Chef to oversee and assist with production of bakery products used in all dining services locations and for Mensa, retail dining and special events. Variable work schedule including some weekends as scheduled.

Principal Duties and Responsibilities:

- 1) Train and supervise staff; schedule daily work of staff; conduct daily production meetings. (40%)
- 2) Assist in preparation of food; work in serving areas, serve customers and plate food for special events. (35%)
- 3) Review and adjust daily menus, production sheets and special event sales orders as instructed. Record and evaluate daily product usage; prepare grocery lists; communicate with other operational areas to insure quality products and services. (5%)
- 4) Assist with recipe development and ensure that specific recipes and methods of food production are followed. (5%)
- 5) Ensure compliance with federal, state and institutional codes and policies; ensure dining service customer service and food quality standards are met. (5%)
- 6) Assist in taking weekly inventory; receive and put away products and store food; obtain or arrange to get product from and return it to storage. (3%)
- 7) Oversee and assist in daily maintenance of the facility and all equipment. (3%)
- 8) Supervise and assist with related laundry, recycling and housekeeping duties. (2%)
- 9) Perform other related duties as assigned.

Minimum Qualifications:

Requires 3 years of education and/or experience in food service; supervisory experience; math proficiency using calculator, decimals and fractions; ability to communicate effectively with faculty, staff, and students. Position involves frequent standing, walking, use of hands and lifting and carrying up to 40 lbs.

Applications are available at our website: www.wartburg.edu/hr, in the Human Resources office, Luther Hall 203 or by calling 352-8521. AA/EOE