

STATE OF ALASKA

DEPARTMENT/DIVISION: DOLWD/AVTEC	PCN: 05-8527
JOB CLASS/TITLE: Food Service Foreman	WHEN POSITION IS NEEDED: 4/16/19
WAGE GRADE: 53A	PAY WAGE: \$24.54 + DOE
CITY LOCATION: Seward	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com

JOB DESCRIPTION:

The Food Services Foreman directs and supervises kitchen staff in production of daily meal service. Coordinates tasks for multiple shifts on a day-to-day basis. Plans healthy meals and designs nutritious menus. Evaluates quality and quantity of meal production, sanitation, and workplace safety. Establishes kitchen staff work schedules, assigns work, approves leaves, and requests non-perm substitutes as needed to meet demand.

Formulates training plans utilizing best practices to maximize potential. Evaluates staff performance and implements performance improvement plans. Coaches, counsels, and mentors staff. Resolves conflicts. Creates and maintains teamwork.

Manages annual cafeteria budget. Coordinates with the Deputy Director of Operations and budget staff to review budget and recommends adjustments as needed to meet unexpected changes. Coordinates with Culinary Department staff for kitchen use and food production schedule to meet the requirements of the culinary training program. Supervises student projects as needed.

Submits purchase orders for all food service items to meet production schedule. Establishes and manages vendor contracts. Establishes ordering, receiving, and tracking control procedures to maintain appropriate inventory and stock rotation. Oversees receipt of goods for quantity, quality, and appropriate storage. Coordinates with Culinary Department staff to determine supplies required to support culinary training program and incorporates into Food Service Department purchase requests.

Monitors and records number of meals served. Ensures food service operation is cost effective and within budget. Meets cost control and quality standards.

Prepares meals utilizing best practices for quality and safety to meet menu requirements and production schedule. Serves meals as needed. Maintains personal and workplace sanitation standards at all times.

Coordinates with administration for production and service of catered meals in support of meetings and visitors.

SPECIAL REQUIREMENTS

Serve safe certification.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Computer, printer, knives, slicing machine, mixers, gas ovens and stove tops, dishwasher, garbage disposal, washer/dryer.

TYPE OF POSITION

<input type="checkbox"/> Permanent Full-Time	<input checked="" type="checkbox"/> Permanent Full-Time Seasonal
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