

# Richland County Position Description

**Position Title:** UW Food Service Supervisor

Exempt from FLSA

**Department:** UW Food Service

**Reports to:** Education Committee and County Administrator

**Pay Grade:** H

**Date:** August 16, 2022

**Hours per Week:** 40

---

## PURPOSE OF POSITION

The purpose of this position is to operate and supervise the food service department, delegate responsibility as well as assist in food planning, preparation and perform dietary services at the UW Platteville-Richland for Students, Staff, the public, Special Events, Summer Programs, and the Richland County Nutrition Program.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Train, supervise and direct employee on food preparation and safety techniques.
- Prepare annual budget and monthly revenue and expense reports.
- Calculate meal costs and set menu prices.
- Attend department head, staff and committee meetings.
- Plan daily menus, order food, maintain inventory and related supplies.
- Perform skilled cooking, baking procedures and set up for daily food service, special events, receptions, catering and banquets.
- Prepare monthly invoices and maintain monthly records.
- Maintain nutrition program records.
- Assist in food serving.
- Assist in cleaning kitchen equipment, including stoves, work tables, grill, oven, deep fryers, mixers, utensils, kettles, pots and pans, dishes and filters.
- Assist in dining room prep, cleaning and sanitizing all equipment.
- Responsible for timesheets submissions.
- File all inspection reports.
- Operate and maintain cash register, Square Equipment and Student ID swiping machine. Reconcile, prepare and make deposits.
- Prepare short order grilling and fryer techniques.
- Prepare dietary department policies and procedures.

## MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma with cooking and baking in large quantities or any combination of education and experience that provides equivalent knowledge, skills and abilities. Hold a State of Wisconsin Sanitation License.

# **Richland County Position Description**

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language Ability and Interpersonal Communication**

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards.
- Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data.
- Ability to classify, compute and tabulate data.

### **Mathematical Ability**

- Ability to add, subtract, multiply and divide, calculate percentages, fractions and decimals.
- Ability to calculate volume and ratios.
- Ability to interpret end of month and Profit & Loss reports.

### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

### **Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to classify, compute, tabulate data and information, follow a plan requiring the exercise of some judgement.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to explain, demonstrate and clarify.
- Ability to communicate with UW Platteville-Richland personnel, co-workers, Nutrition Program Director and managers, vendor representatives, delivery personnel, Richland County Administrator, Richland County Supervisors, Department Heads and other Richland County Staff.

### **Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, odors, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Richland County  
Position Description**

---

Employee's Signature

---

Supervisor's Signature

---

Date

---

Date