



# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

FLSA Designation  
NEHU

Date Issued: October 15, 1998

Department: Food Services

Title: Galley Coordinator

Level: VI

### FUNCTION

To provide the highest quality of service at all times to customers and to perform a variety of tasks in food preparation areas by following standard operating procedures as determined by management.

### SOURCE OF SUPERVISION

Food Service Managers and/or Food Service Director.

### DIRECTION EXERCISED

Direct and supervise the work and duties of assigned student personnel. May occasionally direct work of employees in lower classification levels.

### DUTIES AND RESPONSIBILITIES

Provide courteous, efficient service to all dining patrons in assigned areas.

Prepare and serve food according to standard procedures and specifications, maintaining proper temperature of foods at all times.

Assure that foods are handled, covered and stored in compliance with Quality Assurance Standards.

Perform cashier and accounting functions in accordance with policies and procedures developed by management, including proper use of C-BORD terminal.

Maintain proper levels of safety and sanitation in assigned areas. Monitor cleanliness and appearance of dining room and serving areas.

Take physical inventories and order supplies.

Train and supervise assigned student personnel; call in substitutes as required. Discipline students.

Operate food service equipment; arrange and see that equipment and utensils are available for production and service. Report repairs and replacements as needed.

Perform related duties in retail operations and in production areas as assigned.

### PHYSICAL AND MENTAL DEMANDS

Adequate physical fitness to be able to sit and concentrate for long periods of time; use of gross motor skills to perform supervisory and organizational duties; use of fine motor skills to operate cash register; problem solving ability; ability to understand and work with numbers; ability to see, hear, and speak with or without the use of aids.

**The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.**

Approved: \_\_\_\_\_

Signature

Date: \_\_\_\_\_

Date: October 29, 1998 Department: Food Service

Title: Galley Coordinator Level: VI

JOB QUALIFICATIONS

Graduation from high school; one (1) year experience in food production and cashiering. Must have demonstrated ability to supervise, delegate and effectively train others and work under pressure, maintaining customer service and quality standards. Ability to follow oral and written instructions; adequate health and physical condition to handle heavy manual tasks; sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 40 lbs. on a daily basis.

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Department Head Signature

\_\_\_\_\_  
Date