

**Food Service and Kitchen Supervisor (5235U) -  
International House 72580  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=244352>

Downloaded On: Sep. 26, 2024 11:39pm

Posted Sep. 5, 2024, set to expire Jan. 2, 2025

<b>Job Title</b>	Food Service and Kitchen Supervisor (5235U) - International House 72580
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 5, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Dining Services
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### Departmental Overview

Truly a unique and inspirational organization, International House is committed to fostering intercultural respect and leadership skills to promote an equitable, peaceful world. Originally founded in 1930, International House remains a vibrant community, affiliated with the University of California, Berkeley.

International House promotes lifelong friendships and learning throughout a vastly multicultural community, promoting greater understanding and acceptance. International House is also home to the Robertson Resident Life and Intercultural Development Office (RIO), a center for programming and training to cultivate leadership, understanding, and cross-cultural collaboration. Through RIO, students are provided the opportunity to broaden their knowledge and skills in engaging with various cultures, building diverse teams, leading inclusivity, and creating a culture of belonging. Approaching its centennial anniversary, I-House is positioned in a crucial space to continue broadening perspectives in our increasingly global world. At International House, we believe that the world is more peaceful when we embrace diversity. We seek, value, and are committed to hiring talented and qualified individuals from diverse backgrounds. We celebrate all our differences and foster inclusion across, but not limited to, race, ethnicity, gender identity and expression, sexual orientation, age, religion, ability, parental

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status, and experience.

### **Application Review Date**

The First Review Date for this job is: September 17, 2024

### **Responsibilities**

- Responsible for the employee life cycle for cooks, storekeeper, food server and any represented employee working in the hospitality team. This includes building job description in JDX, creating positions in UC Path raising BEARS service hub cases, managing the TAM, reconciling on Caltime, making edits on Caltime, conducting annual performance reviews, implementing rules and applying sanctions and write-ups when necessary, working with separations and grievances.
- Oversees direction of employees to complete services using established food safety guidelines, procedures and quality control. Manages the maintenance and cleanliness of the food production areas, including the kitchen, service areas, storage areas, receiving, dock, and trash area.
- Oversees assignment of tasks, checks work areas at frequent intervals, and maintains schedules. Adjusts labor schedules and work assignments to match production volume. Ensures that represented employees adhere strictly to their assigned shift schedules by closely monitoring the punch-in and out of each represented employee.
- Trains and directs employees in the preparation and service of meals using established food safety guidelines, procedures and quality control. Assigns tasks, checks work areas at frequent interval. Ensures staff have knowledge and understanding of event details and specifications as well as any client expectations.
- Closely oversees the day-to-day activities of employees who operate and maintain food production and service areas. Prepares and assists in the production of menu items following department recipes in accordance with departmental policies and procedures.
- Maintains and follows appropriate personnel actions within organization. Ensures compliance with collective bargaining agreements and personnel policies.
- Occasionally purchases food products and supplies as needed for special events and catering.
- Oversees weekly inventories, approves making adjustments as necessary to maintain accurate budget information and precise accounting of food and non-food items.
- Audits and ensures compliance of food prep to QA standards and safety / security related to handling and preparation of food.
- Develops schedules and set staffing levels to meet business need while managing labor costs effectively.

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- Occasionally maintains and repairs of food production equipment. Maintains food, labor and supply cost within budgetary requirements.

### **Required Qualifications**

- Solid knowledge in food service and sanitation regulations.
- Solid verbal and written communication in the English language, including active listening, dynamic flexibility, and critical thinking, and ability to multi-task and ensure effective time management.
- Solid decision making and reasoning skills, and ability to develop original ideas to solve problems, and perform operations analysis and quality control analysis.
- Solid and effective interpersonal and work supervision skills to provide guidance to other personnel and work effectively with partners on joint projects.
- Strong computer application skills to include food service applications such as point of sale and inventory control software.
- Mathematical and cash control skills to accurately complete drawer counts and prepare deposits.
- Ability to tolerate change and ambiguity; ability to adapt to new information and/or procedures.
- ServSafe Certification or equivalent certification.

### **Preferred Qualifications**

- College degree and supervisory experience/training

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

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The budgeted salary range that the University reasonably expects to pay for this position is \$66,700 - \$77,000.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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