

**Food Services Supervisor (5234U), Rausser College -
Centers & Facilities - 78169
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=256831>

Downloaded On: May. 12, 2025 10:55pm

Posted May 12, 2025, set to expire Jul. 1, 2025

Job Title	Food Services Supervisor (5234U), Rausser College - Centers & Facilities - 78169
Department	Rausser College of Natural Resources
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Dining Services
Apply Online Here	https://apptrkr.com/6217972

Apply By Email

Job Description

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Food Services Supervisor (5234U), Rausser College - Centers & Facilities - 78169

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Rausser College of Natural Resources serves society by generating and disseminating knowledge in the biological, physical, and social sciences in order to provide the tools both to protect the Earth's natural resources and ensure economic and ecological sustainability for future generations. We are the bearer of the University of California's historical land-grant mission, and we stand by our explicit commitment to deliver real solutions to our state, our country, and our world. All of our faculty members hold appointments within the University of California Division of Agriculture and Natural Resources, and our approximately two dozen Cooperative Extension specialists conduct research and build outreach programs connecting Rausser to the wider world.

The Food Service Supervisor is responsible for ensuring staff adherence to kitchen sanitation guidelines, food safety requirements, food purchasing, and management of personnel and facility. This position will manage and oversee kitchen operations at UC Forestry Camp including immediate supervision of seasonal kitchens staff and assist with group and facility management to further the mission of UC Forestry Camp and Berkeley Forests. Responsible for compliance with all University, local, and state policies related to commercial kitchen operations. Manage kitchen procedures including ordering and budgets to steward department resources (operational, financial, and human).

Application Review Date

The First Review Date for this job is: May 20, 2025

Responsibilities

- Closely oversees day to day activities of employees who operate and maintain kitchen and cafeterias for in-house feeding of students and guests. Includes assigning and overseeing tasks

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and scheduling.

- Directs employees to complete services using established food safety guidelines, procedures and quality control.
- Performs tasks related to food service operation such as menu planning, food prep, cleaning, and serving.
- Assist with group solicitation, management, and billing.
- Maintains kitchen commissary, supply, and equipment through monitoring and ordering to ensure kitchen needs are met.
- Maintains exceptional customer service standards including group coordination and dietary needs assessments.
- Assists functional unit as needed including facility oversight and upkeep.
- Oversees kitchen budget and procurement in alignment with approved cash and payment handling policies. Solicits vendors and creates/oversees Purchase Orders.
- Audits and ensures compliance of food prep to QA standards and safety / security related to ensure compliance with local and state regulations.
- May be required to operate a vehicle.

Required Qualifications

- Working knowledge in food service and sanitation regulations.
- Working verbal and written communication skills in the English language, including active listening, dynamic flexibility, critical thinking, and ability to multi-task and ensure productive time management.
- Working knowledge to make appropriate decisions, reasoning skills, ability to develop original ideas to solve problems, and conduct basic operations analysis and quality control analysis.
- Working skills to provide effective interpersonal and work supervision guidance to other personnel and work effectively with partners on joint projects.
- Intermediate computer application skills to communicate effectively with individuals and groups, track dietary needs of groups, and oversee purchasing through online systems.
- Basic mathematical and budgeting skills to create and follow budgets.
- Customer service experience in food service or other sector.
- Basic purchasing and billing knowledge including safe money handling practices.

Education/Training:

- High school diploma and / or equivalent certification / experience / training.
- ServSafe Certification or equivalent certification.

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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.

The budgeted salary range that the University reasonably expects to pay for this position at 100% FTE is \$56,200.00 - \$65,000.00, commensurate with experience. This is an exempt, monthly paid position.

Note: This is a part-time, 75% FTE position. The salary will be prorated accordingly based on the FTE. At 75% FTE, the budgeted annual salary range is \$42,150.00 - \$48,750.00, which equates to approximately \$20.19 - \$23.35 per hour.

FLSA Classification Consideration

In accordance with University of California policy, should the prorated salary fall below the current exempt salary threshold of \$47,476.00 annually, the position will be classified as non-exempt, in compliance with FLSA and University guidelines.

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.

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Driving Required

Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Other Information

This is not a visa opportunity.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified

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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](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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