



## POSITION ANNOUNCEMENT *Food Service Supervisor*

U.S. Coast Guard Island, Alameda, California

**Reports To:** Project Manager or other designated Supervisor

Daily shift work 4.30a-10.00p, scheduled based on operational needs

**Work Schedule:** 7 days/week, shift work, 4:30a-10:30p, occasional overtime and holiday hours, as required and scheduled. 25 hours per week average, occasional special events, health and welfare, vacation, and holiday benefits paid in accordance with the Service Contract Act.

**Essential Position Function:** Supervises manual labor associated with the daily operation of a military food service galley and dining room food preparation process for a full food service contract. Conducts quality assurance, menu planning, scheduling, individual performance evaluations, employee orientations, sanitation trainings, and job trainings.

Workers in this job classification perform various duties requiring: moderate moving and transporting items up to 20 pounds unassisted and occasionally moving or maneuvering heavier items with the assistance of lifting devices or other workers; moving one's self about the work area as needed to retrieve goods/supplies and to fulfill assigned physical duties as well as positioning one's self in a fixed area for periods of twenty (20) minutes at a time; removing/replacing items at various height levels up to 8' from the ground; operate basic hand and power commercial kitchen tools and equipment; complete basic recordkeeping and reporting; stock and record daily inventory, and other duties as assigned by my supervisor or management; regular, punctual attendance.

Examples of Routine Work include of some or all of the following:

- Ensure workers are properly greeting dining hall guests and providing prompt, friendly service.
- Oversee the daily preparation of food and dessert items for salad bar, serving line, and general meal service.
- Oversee the salad bar set-up, service, and breakdown; ensure replenishment of salad bar items and frequent cleaning.
- Oversee the serving line set-up, service, and breakdown; ensure beverages, condiments, desserts, butter, and salad bar items are restocked and the food and serving line items are properly monitored, replenished, and cleaned.
- Oversee the dining room set-up, service, and breakdown; ensure dining room floors, tables, chairs, napkin holders, and shakers are in clean, operable order before, during and following meal service.
- Oversee the dish room set-up, service and clean-up.
- Oversee daily cleaning, disinfecting, restocking, floor care (sweeping, mopping, stripping, waxing, carpet spotting/cleaning), and interior window/glass/mirrored surface cleaning.

**Location:** Work will be primarily performed indoors at the US Coast Guard Island Dining Hall facility in Alameda, California. This is a federal installation requiring governmental clearance to access and continue working at the jobsite. Work hours vary based on actual job assignments but the hours of operation commence at 4.30a and end at approximately 10.30p (scheduling and quitting time can vary according to variable job requirements).

### **Qualifications:**

- Must pass a government security screening upon application as well as subsequent background checks and not be subject to revocation of facility access during the term of employment.
- Must be at least 18 years old.
- Must possess a valid California Food Handler's Permit during term of employment.
- Must possess a valid California Drivers License during term of employment.
- Must be able to communicate in English.
- Ability to work Sunday through Saturday between the hours of 4.30a-10.30p to be scheduled based on site operational needs; Additional hours or work on holidays, as required and scheduled. Actual work hours vary based on job assignments and operational needs.
- Able to move and transport materials up to 20 pounds unassisted, and occasionally moving or maneuvering heavier items with the assistance of lifting devices or other workers.
- Able to move about the work area as needed to retrieve goods/supplies and to fulfill assigned physical duties, position one's self in a fixed area for periods of twenty (20) minutes at a time; and/or remove/replace items at various height levels up to 8' from the ground.
- Able to work indoors in temperatures which average over 90°F in the dish room and 10°F below zero in the freezer units.

**\*Additional information regarding vacation and other benefits available in job application package.**

**How to Apply:** Apply in person at Calidad Industries, 1301 30th Avenue, Oakland, Second Floor. Faxes, photocopies, emails, and résumés will not be accepted as a substitute for application.

**Person to Contact for More Information:** Michelle Kabiri, 510.698.7244 or [mkabiri@eastbaygoodwill.org](mailto:mkabiri@eastbaygoodwill.org).

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Calidad Industries is a non-profit affiliate of Goodwill Industries of the Greater East Bay (GIGEB). Our mission is to provide paid on-the-job skills training and job placement services to persons with documented, long-term, significant physical, mental, or psychological disAbilities. Calidad's workers with disAbilities perform seventy-five percent of all direct labor hours used to complete services on contracts with U.S. Federal Government contracts under the Javits-Wagner-O'Day (JWOD) Act.

*Calidad is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran's status, or disAbility in employment or the provision of services. In compliance with federal, state and local disability laws, Calidad Industries will provide equal employment opportunities to all qualified individuals, without regard to disAbility. Applicants with special needs, please call 510.698.7253.*