

**AUXILIARY SERVICES SUPERVISOR
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

POSITION OVERVIEW

Under direction of the Director of Auxiliary Services, the Auxiliary Services Supervisor plans, organizes, and supervises Auxiliary Services operations including college food services and the campus store. It supervises café, and campus store classified staff, student workers, and interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are essential for this position and illustrate the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Organize and supervise the activities of campus food services and the campus store.
2. Organize and monitor retail purchasing processes.
3. Monitor and maintain the inventory systems for the retail operations.
4. Oversee cash handling across the operations and ensure proper controls are in place.
5. Maintains stock control records, prepares regular and special reports, selects trains, and supervises classified, student assistants and interns.
6. Establishes employee work schedules across all areas of responsibility.
7. Interprets and applies policies, procedures, regulations, memorandum of understandings, and collective bargaining agreements.
8. Establishes and maintains files and record keeping systems.
9. Arranges special promotions, monitors the operating budget of the auxiliary areas and adjusts as needed.
10. Monitor cost center performance using reporting tools to implement or make business services adjustments.
11. Maintains and reviews vendor agreements and relationships.
12. Creates and maintains an active record-keeping system that records, monitors, and keeps all relevant documents current.
13. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations.
14. Monitors, maintains, and recommends updates to the point of sales systems in coordination with District IT services.
15. Monitors and reviews food handling and cleanliness policies and procedures to ensure they align with county health department standards.
16. Works with accounting to prepare and review profit and loss statements for retail operations.
17. Review, manage, and process catering requests.
18. Supervises and evaluates assigned staff; establishes performance requirements and professional development targets for assigned staff; regularly monitors performance and provides coaching and development.
19. Performs other duties as assigned.

AUXILIARY SERVICES SUPERVISOR
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Principles, practices, and techniques used in the day to day operations for retail and food services establishments.
2. Principles and practices of effective management and supervision.
3. Local, state, and federal laws and regulations pertaining to retail and food services operations.
4. Retail finance concepts and principles.
5. Principles of composition, report, and proposal writing.
6. English usage, spelling, grammar, and punctuation.
7. Strategies for identifying and impacting retail sales trends.
8. Point of Sale and inventory management software.

Ability to:

1. Prepare reports, correspondence, procedures, and other written materials.
2. Interpret and apply District policies and procedures effectively.
3. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.
4. Gather and analyze data, reason logically and draw valid conclusions.
5. Analyze situations and make appropriate decisions and/or recommendations.
6. Respond to requests in a timely manner.
7. Analyze and interpret sales reports.
8. Manage retail staff ensuring optimal customer services.
9. Communicate effectively, both orally and in writing.
10. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
11. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
12. Establish and maintain positive and effective working relationships.
13. Work independently with little direction.

MINIMUM QUALIFICATIONS

Any combination of training, education and experience equivalent to four years of college-level courses and four years of increasingly responsible experience in retail sales, merchandising, buying, food services or small business operations.