

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Banquet Supervisor

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy - Cafeteria  
**REPORTS TO:** Director of Food Service  
**LENGTH OF WORK:** As Contracted

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Plan and publish menus for banquets and other special events and determine contracted costs.
2. Estimate and order food supplies and equipment for event.
3. Assist in preparation of food for the event.
4. Assist in clean up of all areas.
5. Inspect food and food preparation to maintain quality standards and sanitation regulations as required by USDA guidelines.
6. Supervise and coordinate activities of workers who prepare, cook, serve food, clean premises, and wash dishes.
7. Investigate and resolve food quality and service complaints.
8. Review financial transactions and monitor budget to ensure efficient operation, and to ensure expenditures stay within budget limitations.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises necessary employees for special event. Carries out supervisory responsibilities in accordance with the school's USDA policies and applicable laws. Responsibilities include chairing the interview committee for hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or experience in food service area.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, contractees, and other employees of the school.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

Ability to operate all school cafeteria food preparation equipment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable Banquet Director, individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk, hear and taste or smell. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is subject to extreme changes in temperature: cold and heat.

**TERMS OF EMPLOYMENT:**

**Salary and work year to be established by the Board.**

**EVALUATION:**

**An evaluation will be done on the employee's performance on an annual basis.**

*Revised 1/19/01*