

# **FOOD SERVICES SUPERVISOR**

## **GENERAL**

An incumbent in this class supervises the planning, production and distribution of food in a medium sized or large provincial institution. Incumbent may participate in development of budgets, policy, procedures and standards of quality for the food service operation and will be accountable for interpreting and implementing same. Position reports to a senior dietetics or administrative authority within the institution.

## **TYPICAL DUTIES**

Supervises production and distribution of food in a large kitchen-dining facility or in two or more smaller facilities.

Participates in development and delivery of training and performance management, and may participate in staff selection.

Prepares timetables, work schedules, cleaning schedules or coordinates their preparation.

Participates in development of sanitation, security and safety standards and ensures implementation of standards established.

May develop policies and procedures for operation of services.

Provides advice and may oversee standardization of recipes, menu preparation, portion, cost and waste control.

Maintains records and provides data for planning and control of operating budgets.

Orders food and non-food supplies, checks deliveries and maintains inventory records.

Supervises work area, equipment cleaning and maintenance and ensures adherence to all safety procedures pertaining to work methods, equipment operation and fire safety.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Thorough knowledge of the equipment, methods and procedures employed in the preparation, cooking, and distribution of food in a large institution.

Good knowledge of modern methods, materials and appliances used in a large-scale food preparation and service.

Ability to follow menus and adjust recipes to apply to quantity cooking.

Ability to supervise the preparation of special diets in accordance with formulas, recipes and daily work charts involving careful weighing or measuring of ingredients and servings, as required.

Ability to communicate effectively orally and in writing.

Ability to cook large quantities of food in such a way as to best preserve nutritive value and enhance palatability.

Ability to plan work and coordinate activities to meet meal schedules.

Ability to supervise, instruct and give on-the-job training to others, including performance evaluation and disciplinary action recommendations.

Ability to establish and maintain satisfactory working relationships with subordinates and supervisors.

### **Education, Training and Experience**

Completion of a recognized course in cooking and food service supervision, preferably a certified Food Service Supervisor with the Canadian and Manitoba Food Service Supervisors' Association.

Extensive quantity cooking experience as a supervising Cook in an institution or related setting, or an equivalent combination of training and experience approved by the employing authority.