Supervisor: Food Service Supervisor

Qualifications:
- Minimum of High School Diploma or equivalent.
- Serve Safe Certification (or equivalent) and/or maintain certificate within 6 months of employment.
- Minimum of 1 year of experience handling and preparing food in large quantities.
- Fluently read and write English and follow verbal and written job duties and schedules.
- Understand units of measurement conversions used in food preparation and perform basic math equations.
- Competently follow orders as well as proceed with routine work without direct supervision.
- Competently supervise operation of the kitchen, staff, and facility policies and procedures, in the absence of the Food Service Supervisor.

Job Objectives:
The primary purpose of this job position is to provide palatable meals to residents, maintain a sanitary kitchen, and maintain the smooth operation of the kitchen in the absence of the Food Service Supervisor in accordance with current applicable federal, state, and facility regulations, codes and policies and as may be directed by the administrator.

Essential Functions of the Dietary Cook / Cook’s Assistant:
- Supervision of dietary staff in the absence of the Food Service Supervisor (F.S.S.).
- Handle and prepare food in large quantities.
- Prepare food, which is palatable and appetizing in appearance, at proper temperatures.
- Understand, and be able to prepare, therapeutic diets.
- Avoid food waste, following the directives of the Food Service Supervisor.
- Meet assigned meal schedules.
- Prepare food in accordance with standardized recipes and special diet orders.
- Prepare all nourishments and supplements in accordance with recipes and forms provided by F.S.S.
- Know and perform the proper care of food service equipment.
- Work cooperatively with food service staff and other departments.
- Observe infection control procedures.
- Keep work areas clean, neat, and orderly.
- Assume the responsibility and authority in absence of F.S.S, on weekends and any other time periods as deemed necessary, following prior directives of the F.S.S. in making decisions in the best interest of the department and facility.
- Work scheduled shifts while consistently demonstrating dependability and punctuality.
- Perform all job duties according to federal and state regulations, as well as the County Personnel Handbook, union contract, facility policies and procedures, directives of the Food Service Supervisor, and facility Administrator.
- Follow menus and modification sheets in serving tray line, according to the diet tags.
- Follow the dietary cleaning schedule.
- Answer telephone and document information.
✓ Report all accidents and/or incidents which you are witness to regarding employees, residents, and visitors immediately to F.S.S; as well as being knowledgeable of where to find, and how to fill out, the necessary incident reports in a timely manner.
✓ Follow assigned job duties adhering to scheduled time frames.
✓ Attend all mandatory and other assigned in-services as requested by the dietary, other departments or administrator, and/or review and follow up on presented information with the F.S.S.

Environmental and Safety Conditions:
✓ Keep floors dry. Clean up all spills immediately and put up wet floor sign when mopping.
✓ Know where hazardous Material Safety Data Sheets (MSDS) are kept, and know how to use them in case of emergency.
✓ Follow established safety precautions in the performance of all duties.
✓ Store chemicals and supplies in designated areas, according to federal, state, county and facility policies.
✓ Must be able to withstand heat while working around stoves and ovens, as well as changes in temperatures while going in and out of refrigeration and freezers.
✓ Manage possible hazards associated with your job duties such as; cuts, burns, falls, loud noise levels, and potentially hazardous chemicals appropriately according to federal, state, county and facility regulation and policies.
✓ Manage potential exposures associated with your job duties such as; food dust; such as flour, dry milk, corn starch, and powdered sugar, appropriately in accordance to federal, state, county and facility regulation and policies.
✓ Demonstrate willingness and ability to accept and adapt to change.
✓ Participate in continuing education programs as directed.
✓ Resolve problems quickly and effectively, to determine appropriate courses of action while considering the department’s work priorities, policies and procedures.

Physical Requirements:
✓ Must be able to crouch, grasp, kneel, carry, pull, push, reach, sit, and stoop, intermittently.
✓ Must be able to bend and independently lift up to 50 pounds as duties require.
✓ Must be able to stand the entire shift.
✓ Must be able to coordinate hand/eye tasks, in operation of all commercial kitchen equipment and to manipulate carts though doorways and tightly spaced areas.
✓ Must be able to read, understand, and correctly implement menus, recipes, and diet tags.
✓ Must be able to hear normal sounds with some background noise, in order to receive verbal instruction, hear alarms and buzzers, and discriminate normal sounds of machinery/equipment when in operation.

NOTE: This job description is not intended to be all inclusive. The employee will also perform other reasonable tasks as assigned by the Supervisor. This document is not intended to imply a written contract of employment.