

Position: **Reference Job #FP04**

Ministry: BC Mental Health Society

Working Title: **Supervisor, Ingredients Control**

Branch: Riverview

Level: Range 9

Location: Port Coquitlam

NOC Code: 6641

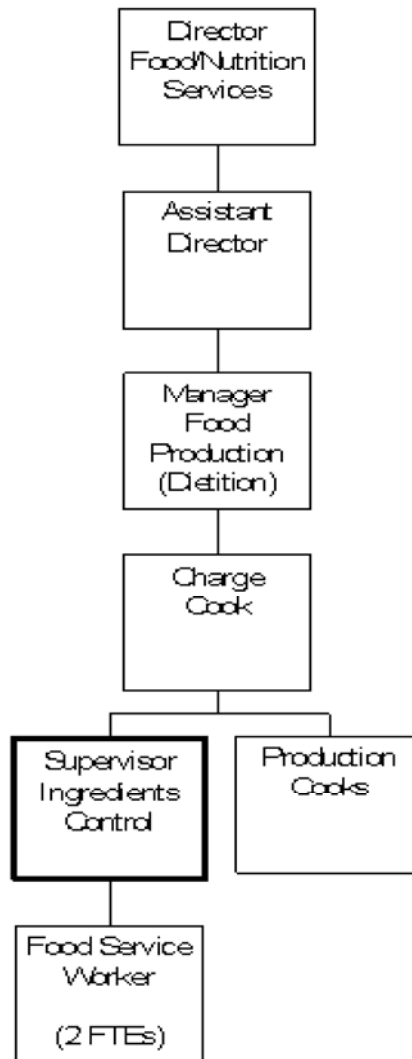
PRIMARY FUNCTION

To supervise the day to day operation of ingredients control, vegetable preparation and patient catering in a large institution.

JOB DUTIES AND TASKS

1. Supervises day to day operations
 - a. supervises staff in the operation of ingredients control, vegetable preparation and patient catering
 - b. instructs employees in work tasks and use of materials and equipment
 - c. supervises staff (2 FTE's) including completing appraisals, taking disciplinary action and providing training
 - d. ensures compliance with policies and procedures and safety practices
 - e. prepares accident or incident reports
 - f. recommends improvements to work procedures
 - g. coordinates activities and maintains communication between ingredient control area and tray line area, wards, recreational therapy and production office
 - h. coordinates transportation of provisions to all areas
2. Ensures standards of food preparation, sanitation, safety and security are adhered to
 - a. performs quality assurance inspections at prescribed checkpoints
 - b. identifies problems in work areas and takes corrective action
 - c. inspects work areas for proper sanitation
 - d. supervises staff in safe and hygienic assembly of food for socials by weighing ingredients, packaging and issuing
 - e. inspects area for unsafe equipment, requests repairs and follows up
 - f. ensures security of the area
3. Coordinates stock of foods for area
 - a. takes inventory of stock
 - b. requisitions supplies from hospital stores area
 - c. receives food items from stores
 - d. rotates stock in inventory
4. Performs other related duties
 - a. participates on committees as required

b. performs duties of staff as required



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Know a variety of food service and stock control functions and how they relate to food service to supervise ingredients control, vegetable preparation and patient catering food assembly.</p>	C	60
2	<p>MENTAL DEMANDS</p> <p>Judgement to recognize known differences and determine the priority of tasks to determine ingredient requirements, and supervise day to day operations of ingredients control area.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Some coordination and dexterity required to manoeuvre heavy carts, to measure spice, vegetables, cheese, coffee, and juices, and to use kitchen tools and equipment.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by specific procedures, select a course of action to complete assignments using previous instruction to supervise the ingredients control area, the preparation of vegetables and assembly of food for socials.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Limited financial responsibility to acknowledge receipt of goods from hospital stores.</p>	B	10

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Moderate responsibility to maintain stock inventory and ensure stock rotation and minimum wastage of food supplies.</p>	C	15
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to supervise food service staff, appraise employee performance and take disciplinary action (2 FTEs).</p>	DE	20
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Significant care and attention to ensure safe food production in an institution and to perform food quality audits.</p>	D	25
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused sensory concentration and attention to detail to frequently inspect food production operation to ensure standards of food preparation and sanitation are observed.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Relatively heavy physical effort to almost continuously stand and walk while supervising food production operations.</p>	D	18
12	<p>SURROUNDINGS</p> <p>Exposure to normal shop conditions.</p>	A	2
13	<p>HAZARDS</p> <p>Minimal exposure to hazards while occasionally walking on slippery floors and occasionally using kitchen equipment.</p>	A	2

Total Points: 329

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