

Position: **Reference Job # FP10**

Ministry: Children and Families

Working Title: **Food Service Supervisor**

Branch: Maples Adolescent Centre

Level: Range 18

Location: Burnaby

NOC Code: 6241

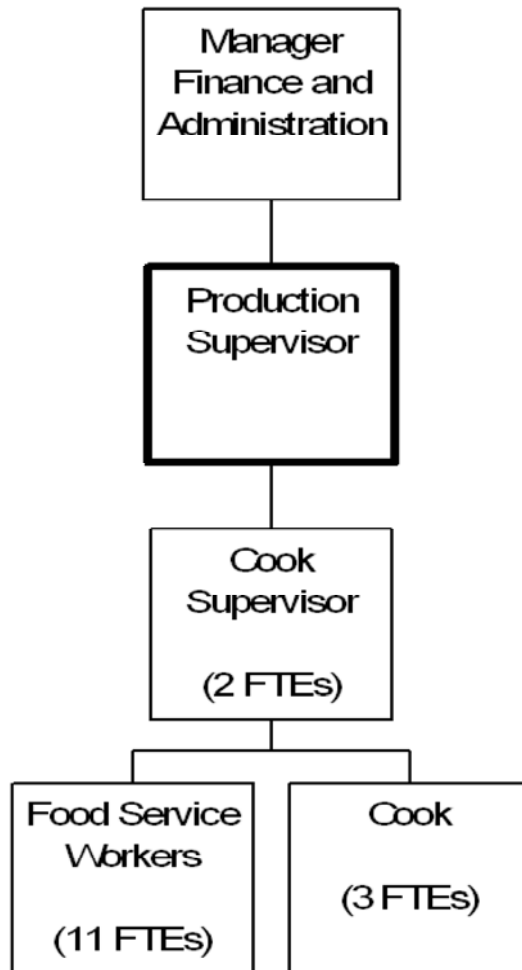
PRIMARY FUNCTION

To organize and supervise the operation of a food preparation kitchen and service in an institution and ensure standards of sanitation and hygiene are implemented and maintained.

JOB DUTIES AND TASKS

1. Organizes and supervises the operation of cooking food, packaging/chilling, inventory refrigeration, cafeteria services, and catering for an institution
 - a. supervises, trains, and instructs staff in all dietary department procedures
 - b. prepares work schedules for food production staff
 - c. adjusts workloads and schedules of staff and authorizes overtime
 - d. organizes and prepares catering functions
 - e. conducts cooking/baking programs for residents and staff
 - f. ensures safety of staff and safety procedures are in place in accordance with standards and legislation
 - g. writes and signs performance appraisals for Cooks and Food Service Workers (16 FTE's)
 - h. identifies problem areas and takes corrective action
 - i. plans menus in consultation with ministry dietitians and medical practitioners
 - j. participates as a member of a seven institution Dietary User Committee which meets monthly
2. Orders and maintains control of all stock
 - a. purchases and orders all food, soap and paper products for the Dietary Department
 - b. maintains all food, soap and paper product inventories
 - c. purchases food for the menu, ward cooking programs, and catering functions
 - d. verifies and inspects goods received for quality and quantity
 - e. rotates stock and records weekly perishable inventory
3. Provides input to budget and purchasing decisions
 - a. tracks and monitors expenditures
 - b. checks and signs invoices
 - c. estimates quantities for annual supply and services contracts and input to budgets
 - d. verifies completion of contract work
4. Ensures sanitary and hygienic standards for Dietary area
 - a. ensures all areas are cleaned, maintained and secured to food service department standards

- b. contacts BCBC to arrange for repairs to building and equipment
- c. inspects all production areas to ensure standards are in place and adhered to
- 5. Implements food service standards
 - a. recommends, updates and revises standardized recipes for menu items
 - b. implements new recipes to menu
 - c. assists in the planning of menu rotation
 - d. updates and revises standing orders
 - e. coordinates new product testing
 - f. adjusts menus due to product shortages, staff shortages or resident outings
 - g. assesses quality of food prepared and time to prepare and makes adjustments
- 6. Performs other related duties
 - a. prepares various reports and records



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the principles of institutional cooking and food service to analyze kitchen operations, interpret requirements and apply dietary standards to organize and supervise the Dietary Department food preparation and cooking operation in as institution (1000 meals per day).</p>	G	250
2	<p>MENTAL DEMANDS</p> <p>Judgement to apply analysis and interpretation of kitchen operations and choose an approach using of accepted food preparation methods organize the preparation and cooking of meals in a large institutional kitchen.</p>	E	150
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 input data on computer with a minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by food service standards, applies accepted work methods in a different way to organize the food preparation and cooking operation of an institution. Reports to an administrator.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to authorize overtime, provide cost data for budgets, purchasing and contracts requiring knowledge of food service program.</p>	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control supplies by ordering, receiving, storing and dispensing of food, soap and paper products.	D	22.5
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Cooks and Food Service Workers, appraise employee performance and take disciplinary action (16 FTEs).	DH	25
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure proper food preparation and safe food for residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently work to menu deadlines with many interruptions.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently stand and walk to observe operations.	C	12
12	SURROUNDINGS Exposure to regular excessive heat from ovens and steam, regular exposure to kitchen odours, and frequent exposure to machinery noise.	B	4
13	HAZARDS Limited exposure to hazards from regularly walking on slippery floors.	B	4

Total Points: 702

Level: Range 18