

JOB DESCRIPTION

Benchmark Job #137

Ministry: Social Services
Branch: Woodlands
Location: New Westminster

Working Title:
Level:
Classification:

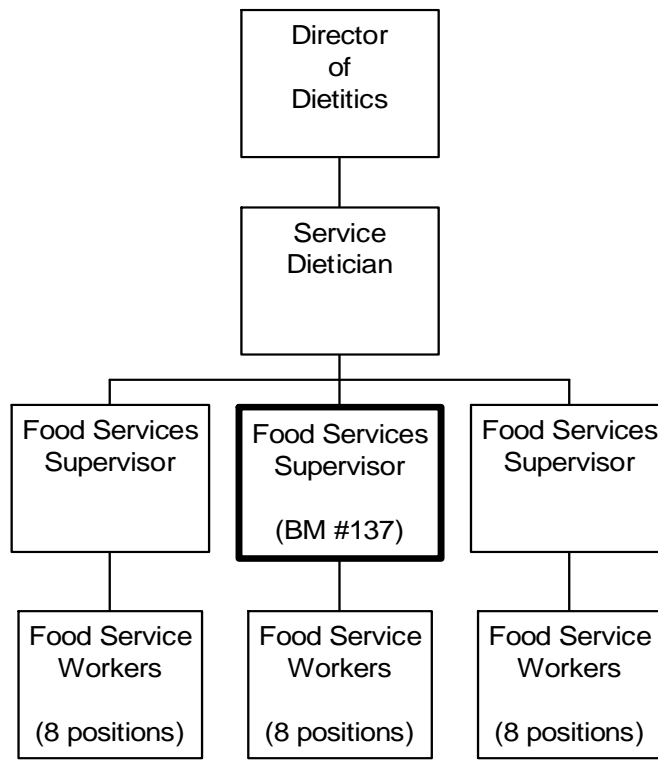
Food Services Supervisor
Range 11
Food Production Services

PRIMARY FUNCTION

To organize and supervise food preparation and production by food service workers and ensure a standard of food quality and accuracy.

JOB DUTIES AND TASKS

1. Organizes and supervises food preparation and production
 - a. supervises Food Services Workers (8 FTEs) including recruiting, orientation, scheduling, assigning work and conducting performance appraisals
 - b. trains food service workers in food preparation, safety, sanitation and standards of food quality and accuracy
 - c. maintains roster of staff shifts including ensuring daily coverage, assigning staff to shifts and maintaining records of leaves and vacation time
 - d. organizes the workload of shifts and revises schedules as required to ensure food production timelines are met
 - e. develops and conducts food safety lectures
2. Ensures and maintains a standard of food quality and accuracy during food preparation and production
 - a. implements therapeutic diets for patients including providing information sheets for cooks and food service workers and ensuring that individual resident trayline cards and labels are accurate and up-to-date
 - b. checks meal trays and performs tray audits for accuracy and quality
 - c. maintains temperature and leftover records
 - d. ensures that food items are secure, properly stored and best use is made of perishable food items
 - e. ensures that sanitation and safety standards are maintained during food preparation and production
 - f. exchanges information with Dietician regarding portion control, special diets, costing, catering and other issues relating to food preparation and production and prepares quality reports
3. Performs other related duties
 - a. requisitions food and kitchen supplies for catering programs, wards and the trayline, arranges for the rotation of supplies, and ensures proper storage
 - b. arranges and authorizes the maintenance and repair of kitchen equipment and machinery
 - c. completes accident reports as required
 - d. exchanges information with other departments regarding food delivery, catering needs and supply orders
 - e. maintains inventory of food supplies
 - f. prepares reports and leave management forms as required
 - g. discusses food preferences with mentally challenged clients
 - h. drives vehicle to deliver catering supplies
 - i. monitors budgets for staffing, rental and maintenance of equipment, food and catering supplies
 - j. collects money from sale of staff meals and vending machines and forwards to general revenue



REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of food services and production functions and understand how they relate to the institution's food production requirements to organize and supervise food preparation and perform food quality audits.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to assign trayline meal service tasks, meet special dietary needs of residents, ensure quality control and requisition food supplies.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to deliver catering supplies.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, selects a course of action to complete assignments using past practices or previous instruction to supervise and organize the food service operation in an institutional kitchen.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize repair and maintenance of kitchen appliances.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to maximize use of perishable foods and ensure proper storage.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise food service workers, appraise employee performance and take disciplinary action (8 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure the provision of a hygienic food service to residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually and by smell and taste inspect meal services in order to perform food quality audits.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently stand to supervise food tray production.	C	12
12	SURROUNDINGS Exposure to frequent excessive heat from ovens.	C	6
13	HAZARDS Moderate exposure to hazards from regular possibility of physical violence from psychiatric patients while discussing food preferences and delivering catering supplies.	C	6

Total Points: 389.5

Level: Range 11