

# JOB DESCRIPTION

Reference Job #FP-04

Ministry: BC Mental Health Society  
Branch: Riverview  
Location: Port Coquitlam

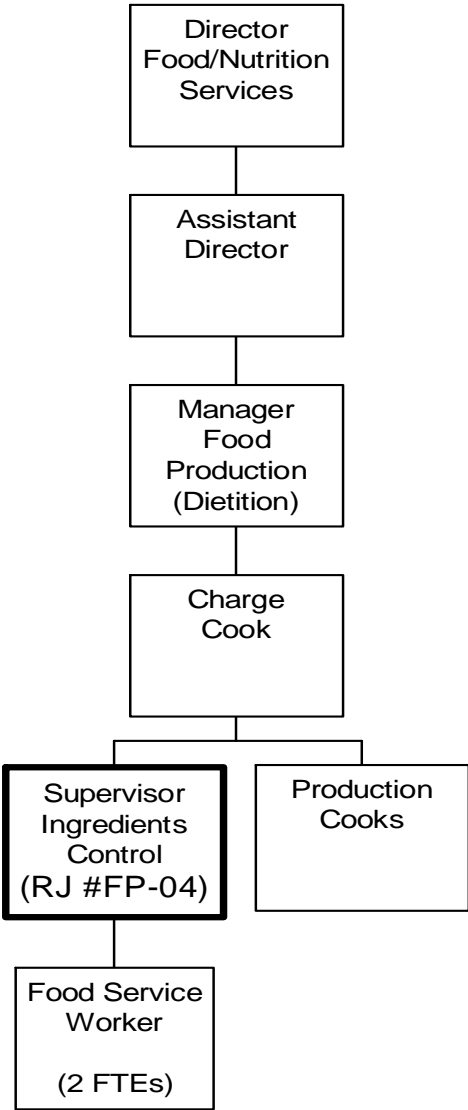
Working Title: **Supervisor, Ingredients Control**  
Level: Range 9  
Classification: Food Production Services

## 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



## REASON FOR CLASSIFICATION

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Job Title: Supervisor, Ingredients Control

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>                      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><b>MENTAL DEMANDS</b>                      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><b>INTERPERSONAL COMMUNICATIONS SKILL</b>                      Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>                      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><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>                      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><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>                      Limited financial responsibility to acknowledge receipt of goods from hospital stores.</p>	B	10
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>                      Moderate responsibility to maintain stock inventory and ensure stock rotation and minimum wastage of food supplies.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise food service staff, appraise employee performance and take disciplinary action (2 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to ensure safe food production in an institution and to perform food quality audits.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration and attention to detail to frequently inspect food production operation to ensure standards of food preparation and sanitation are observed.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to almost continuously stand and walk while supervising food production operations.	D	18
12	<b>SURROUNDINGS</b> Exposure to normal shop conditions.	A	2
13	<b>HAZARDS</b> Minimal exposure to hazards while occasionally walking on slippery floors and occasionally using kitchen equipment.	A	2

**Total Points: 329**

**Level: Range 9**