


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Food Services Supervisor</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>004</u></p>
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<p>Decision Making</p> <p>Provides input into the setting of goals and objectives for the department. Coordinates the development and implementation of standards. Develops solutions to address problems in food supply, menu planning, staffing.</p>	<p>Degree</p> <p><u>4.0</u></p>
<p>Education</p> <p>Grade 12. Food and Nutrition Management Diploma (2320 hours).</p>	<p><u>4.5</u></p>
<p>Experience</p> <p>Twenty-four (24) months previous experience in a nutrition and food services environment. Twelve (12) months on the job to develop administrative/supervisory skills, knowledge of collective agreements and coordinate region-wide or multi-facility food service operations, and region/facility policies and procedures.</p>	<p><u>6.0</u></p>
<p>Independent Judgement</p> <p>Coordinates and ensures set standards are followed through the application of generally accepted practices of food services. Work involves a choice of methods, procedures, analysis and trouble shooting when solving food production and quality control issues.</p>	<p><u>4.0</u></p>
<p>Working Relationships</p> <p>Requires appropriate tact when discussing clients/patients/residents dietary issues and making dietary recommendations. Regular contact with clients/patients/residents, vendors in providing food and nutrition services. Provides education/instruction to clients/patients/residents regarding diet planning.</p>	<p><u>3.5</u></p>

Impact of Action	Degree
Provides food and nutrition service to meet quality and service requirements. Misjudgement in production planning may result in wastage/increased cost and serious short term injury/discomfort. May cause serious results through breakdown in equipment or services as a result of inadequate planning (e.g., training, operating procedures).	<u>3.0</u>
Leadership and/or Supervision Provides regular direction and sets goals and objectives for the department. Assigns and checks work of staff. Schedules and replaces staff.	<u>4.0</u>
Physical Demands Occasional physical effort walking and standing while performing a variety of tasks, unpacking supplies, menu marking, and filing.	<u>1.0</u>
Sensory Demands Regular sensory effort when checking tray line, preparing reports and budgets, listening to equipment noises, instructing/listening to staff, phone calls, and client/patient/resident concerns with periods of competing multiple sensory demands.	<u>2.5</u>
Environment Occasional exposure to minor hazards such as sharp objects and heat.	<u>2.0</u>