



Provincial Job Description

TITLE:
(004) Food Services Supervisor

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the supervision and operation of Nutrition and Food Services.

QUALIFICATIONS:

- ◆ Food and Nutrition Management diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Ability to work independently
- ◆ Food Safe certificate
- ◆ Driver's license, where required by the job.

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience in a Nutrition and Food Services environment.

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Supervises cafeteria, coffee shop and catering.
- ◆ Monitors, documents and communicates staff performance to managers.
- ◆ Participates in interviews and makes hiring recommendations.
- ◆ Maintains records (e.g., staff, inventory).
- ◆ Identifies and provides for staff and student needs (e.g., orientation, training, education).
- ◆ Assists with staff problem solving/conflict resolution.
- ◆ Participates in incident/injury documentation/reporting process.
- ◆ Provides input into setting goals and objectives for department.
- ◆ Coordinates the development and implementation of standards (e.g., customer service, catering, menus, portion control, pricing and cash management).
- ◆ Provides input into the development of policies and procedures.
- ◆ Ensures staff compliance with regulations, guidelines, policies and procedures (e.g., safe food handling).
- ◆ Conducts meetings and makes presentations.
- ◆ Liaises with other departments, outside agencies, vendors and service providers.
- ◆ Assists with development of department budgets and ensures adherence.
- ◆ Procures, receives, stores and distributes supplies and equipment.
- ◆ Prepares/files invoices and ensures appropriate billing (e.g., catering services).
- ◆ Utilizes electronic software for menu changes, inventory, statistical information and report preparation.

B. Clinical Nutrition Services

- ◆ Assists with menu planning and recipe modification/development.
- ◆ Plans, monitors and maintains food production and preparation.
- ◆ Prepares and calculates formulas (e.g., tube feeds).
- ◆ Ensures accurate and timely distribution of client/patient/resident meal trays and nourishment (e.g., Meals on Wheels).
- ◆ Responds to client/patient/resident needs and provides education/instruction (e.g., menu choices, diet instruction, discharge diet planning).
- ◆ Checks menus/assists clients/patients/residents with menu marking (e.g., preference and dietary restrictions/tolerances).
- ◆ Completes calorie counts, client/patient/resident screening forms and nourishment analysis.
- ◆ Assists with clinical assessment (e.g. meal intake, tray waste, weights).
- ◆ Ensures adequate fluid provided for clients/patients/residents.
- ◆ Monitors content of therapeutic diets.
- ◆ Participates in client/patient/resident team conferences.

C. Quality Assurance / Quality Control

- ◆ Ensures food quality and safety.
- ◆ Performs audits on nutrition and food services processes.
- ◆ Participates in quality monitoring and improvement activities (e.g., clinical food audits).
- ◆ Assists with the detection, analysis and follow-up of food-borne illness (e.g., temperature checks, sanitation codes, retain food samples).
- ◆ Reports test results.
- ◆ Maintains temperature record logs.
- ◆ Tests equipment and maintains records.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

DATE: March 13, 2019