

Job title: Food service Supervisor

Key Responsibilities:

- Supervise, coordinate and schedule the activities of staff who prepare, portion and serve food
- Estimate and order ingredients and supplies required for meal preparation
- Prepare food order summaries for chef according to requests from dieticians, patients in hospitals or other customers
- Establish work schedules and procedures
- Maintain records of stock, repairs, sales and wastage
- Train staff in job duties, and sanitation and safety procedures
- Supervise and check assembly of regular and special diet trays and delivery of food trolleys to hospital patients
- Ensure that food and service meet quality control standards
- May participate in the selection of food service staff and assist in the development of policies, procedures and budgets
- May plan cafeteria menus and determine related food and labour costs.
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Qualifications & Experience:

- **Education:** High school diploma or equivalent (preferred).
- **Experience:** Previous experience as a Food service supervisor or in a customer service is an advantage (5 years minimum)
- **Certifications:** Trade Certificate is an advantage