
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Food Services

Class Series: Food Service Supervisors

Grid: 29

Class Title: Food Service Supervisor I

I. Level Definition

Positions at this level spend the majority of the time overseeing a food services operation by supervising designated staff and performing related administrative duties, and/or visiting patients to obtain diet related information in regards to nutritional and therapeutic diet needs.

II. Typical Duties

- (1) Supervises designated staff by scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (2) Plans menus and develops recipes according to nutritional and therapeutic diet needs of the facility; estimates food requirements; orders and receives supplies and resolves discrepancies with suppliers.
- (3) Visits patients and/or family members to obtain and exchange diet-related information. Reviews the medical record and liaises with other staff to obtain necessary information. Charts activities in the patient medical record.
- (4) Monitors expenditures for assigned area; makes recommendations regarding budget for assigned area.
- (5) Evaluates meals being served to ensure established standards of quality and quantity are maintained; oversees the preparation, portioning and/or serving of meals; performs cooking and/or Food Service Worker duties as required.
- (6) Ensures safety practices and procedures are adhered to.
- (7) Oversees and updates standards and procedures for assigned area.
- (8) Oversees the storage of food and related items; establishes and ensures maintenance of food rotations in order to minimize spoilage and waste.
- (9) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized two year program in Food Service Supervision plus one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.