

# Shift Supervisor

<b>Date:</b>	Start Date: August 8 <sup>th</sup> , 2016 27-30 hrs./week. 36 week/year. August 8th-December 16 <sup>th</sup> , January 5 <sup>th</sup> -May 30th
<b>Department:</b>	Food Services
<b>Reports To:</b>	Director or Food Services/Assistant Director of Food Services
<b>Purpose:</b>	Supervise the production, service and storage of food & oversee the care & cleaning of all kitchen areas and equipment. Familiarity with all areas, job positions, policies and procedures of the kitchen & train & supervise adult & student labor in the daily operations of Food Services.
<b>Indicators of Success:</b>	<ul style="list-style-type: none"> <li>▪ Food is prepared to recipe specifications in a healthy, safe, efficient and visually appealing manner</li> <li>▪ Meals are served on time</li> <li>▪ Kitchen policies &amp; procedures are adhered to by all kitchen workers</li> <li>▪ Customers are satisfied with product &amp; service</li> <li>▪ Food service employees understand &amp; complete their responsibilities safely, efficiently &amp; in a timely manner</li> <li>▪ Work environment in kitchen is positive, encouraging and God glorifying</li> </ul>
<b>Areas of Responsibility:</b>	<p><b>Employee Management</b></p> <ul style="list-style-type: none"> <li>➤ Assist in the training of adult &amp; student staff in all kitchen positions &amp; responsibilities.</li> <li>➤ Clearly communicate job responsibilities &amp; expectations with kitchen staff</li> <li>➤ Be available to give direction &amp; assistance to kitchen staff, as well as answer questions as needed</li> <li>➤ Communicate employee issues to Director of Food Services for corrective action</li> </ul> <p><b>Food Preparation</b></p> <ul style="list-style-type: none"> <li>➤ Oversee production, service and storage of food in a safe, sanitary, healthy &amp; efficient manner.</li> <li>➤ Minimize food waste through quality &amp; quantity control of food on a daily basis</li> </ul> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>➤ Ensure cleanliness and sanitation standards are being meet for kitchen &amp; dining hall.</li> <li>➤ Assist in training employees on proper use, maintenance &amp; storage of all kitchen equipment</li> <li>➤ Supervise scheduled daily &amp; weekly cleaning of kitchen areas &amp; equipment as well as assisting with semi-annual deep cleaning &amp; other periodic cleaning projects throughout the year</li> <li>➤ Perform light maintenance on kitchen facilities &amp; equipment, &amp; report additional maintenance needs to Director of Food Services</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>➤ Fill in vacant positions as needed</li> <li>➤ Assist in product inventory &amp; ordering of food &amp; supplies</li> <li>➤ Assist with proper receiving &amp; storage of deliveries</li> <li>➤ Assist with menu planning &amp; recipe development</li> <li>➤ Assist in serving meals &amp; clean-up</li> <li>➤ Supervise labor during special events including; banquets, meetings &amp; other special requests</li> </ul>

<b>Key Skills and Knowledge Requirements</b>	<ul style="list-style-type: none"><li>➤ Teachable attitude with a desire to learn</li><li>➤ Flexible and willing to address unforeseen problems and meet unexpected needs</li><li>➤ Reliable &amp; able to follow directions</li><li>➤ Personable &amp; encouraging, displaying qualities of servant leadership</li><li>➤ Self-motivated &amp; able to positively train &amp; motivate others</li><li>➤ Basic knowledge of proper food preparation, service &amp; storage as well as proper kitchen safety &amp; sanitation</li></ul>
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