



KITCHEN SUPERVISOR POSITION DESCRIPTION

“To glorify God by providing a continuum of care and services that demonstrates the love and compassion of Jesus Christ.”

Position Summary: The Kitchen Supervisor is responsible for the food service delivery and regulatory compliance throughout all of Resthaven’s Campus.

Essential Responsibilities:

1. Ensures high levels of customer satisfaction on a consistent basis through effective planning and organization.
2. Attains operating budgets through a system of planning and control procedures; participates in budget and forecast process with the Director of Food and Nutrition, providing accurate data by which effective budgets can be prepared; responsible for accurate and timely completion of all recording and reporting activities.
3. Implements and maintains standards of quality in all areas of the food service operation.
4. Works with the Director of Food and Nutrition in planning and analysis of all merchandising and marketing programs and ensures that compliance with such programs is attained.
5. Trains and develops cooks to ensure maximum productivity is attained and morale is at a high level. Measures and evaluates personnel through Rounding Program.
6. Responsible for compliance with all company policies, procedures, standards and programs. Conducts an on-going analysis of the dining operations recommending operational changes to the Director of Food and Nutrition
7. Ensures that all areas of the food service operation are in compliance with Sanitation Program, Federal, State and Local health codes, and overall quality assurance.
8. Ensures that all purchasing policies and procedures are followed; that through correct menu planning, receiving and storage, maximum utilization of company resources is attained, and that quality specifications and sustainability efforts are adhered to.
9. Directs all aspects of food production including menu development, purchasing, storage, preparation, portion control, inventory and record keeping; ensures culinary excellence at all times.
10. Standardizes the production of menus and recipes in collaboration with the Dietician so as to ensure that quality is offered at all times.
11. Ensures safety program is in place and followed, reports are kept, and staff employees are informed.
12. Attends all Food Service Committee meetings.
13. Assumes all other position related responsibilities as assigned.

Knowledge, Skills & Abilities:

1. Basic computer skills, including Microsoft office proficiency.
2. Effective organizational skills.
3. Effective verbal and written communication skills.
4. Proficient in basic math (multiplication, computing yields/conversions/etc).
5. Practice high standards of ethics, honesty, and accuracy.

6. Demonstrate strong leadership skills.
7. Ability to collaborate and communicate honestly and effectively as part of the work team.
8. Ability to establish and maintain effective and professional working relationships with residents, families, visitors, and employees.
9. Ability to manage time productively.

Education, Training, Experience:

1. High school diploma or successful completion of GED.
2. A minimum of two years supervisory experience
3. A minimum of two years cooking experience.

Physical Demands & Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Requests for reasonable accommodations may be made through Human Resources to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- The employee is required to sit; stand; walk; handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; twist, turn, bend, stoop, kneel, or crouch; talk and hear.
- The employee must be able to lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

- While performing the duties of this job, there are no extreme temperatures or working conditions. The noise level in the work environment is usually moderate.

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