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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Food Services

**Class Series:** Food Service Supervisors

**Grid:** 42

**Class Title:** Food Service Supervisor IV

### **I. Level Definition**

Positions at this level spend the majority of the time overseeing a food services operation by supervising Cooks V and other designated staff and performing related administrative duties.

### **II. Typical Duties**

- (1) Supervises Cooks V and other designated staff by scheduling and co-ordinating 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) Monitors expenditures for assigned area; makes recommendations regarding budget for assigned area.
- (4) 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.
- (5) Ensures safety practices and procedures are adhered to.
- (6) Oversees and updates standards and procedures for assigned area.
- (7) Oversees the storage of food and related items; establishes and ensures maintenance of food rotations in order to minimize spoilage and waste.
- (8) 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 four years' 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.