



## **Food Service Supervisor**

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<b>Job Title:</b>	Food Service Supervisor
<b>FSLA Classification:</b>	Non Exempt
<b>Department:</b>	PACE Center
<b>Supervisor:</b>	Registered Dietitian , Center Manager

### **Job Summary**

Under the supervision of the Registered Dietitian and Center Manager, the Food Service Supervisor is responsible for managing all areas of the foodservice operation to help ensure that clients receive safe and nutritionally adequate meals based on facility meal plans.

### **Essential Job Functions:**

- The food service supervisor will be responsible for managing the facilities food inventory. Ensure that food purchasing is done timely and at a reasonable price. Able to do cost comparison.
- Staff will be trained and directed in food service operations by the food service supervisor and RD.
- The food service supervisor and RD will routinely conduct quality improvement checks on all foodservice operations in the facility and follow up with staff as needed.
- The food service supervisor and Registered Dietitian will communicate as needed on food service operation issues, i.e. patient's comments and concerns.
- Ensure menu productions records are kept accurately and efficiently.
- Able to monitor staff, food preparation and update sack lunch list, supplement list.
- Monitor food transportation provided by vended affiliates.
- Ensure that food service staff monitor and record food temperature, freezer and refrigerator temperatures, sanitizer logs and thermometer calibration.
- Ensure that meal count procedures are followed by kitchen staff and that is done at the point of service. Ensure that records of meal counts are kept accurately.( Point of service refers to the actual point when participant receives the meal or beverage).
- Responsible for the collection of the vended meals from the contractor (this includes meal volume, temperature, sanitation and any other factors.)



- Responsible in monitoring emergency food supply on a monthly basis for expiration. Staff will record expiration dates in a log book. Staff will also discard any foods deemed expired.
- Maintain safe and sanitary working environment; follow Fresno PACE safety policies and procedures; handle Universal precautions.
- Maintain confidentiality of all company procedures, results, and information about participants and families.

### **Non-Essential Job Functions**

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's policies, practices, and procedures.
- Accept assigned duties in a cooperative manner; and perform all other related duties as assigned.
- Be flexible in schedule of hours worked; demonstrate dependability, punctuality and work area readiness.

### **Working Conditions and Physical Demands**

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to access all areas of the center throughout the workday.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

### **Qualification:**

- Knowledge of safe preparation methods.
- Ability to communicate effectively with staff.
- Ability to supervise dietary personnel and ensure sanitary conditions in the kitchen.
- Dependable, with previous experience working in food service.
- Ability to read, speak, write, and understand English.
- Must possess, as a minimum, a GED or high school diploma.



- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.
- Must possess a food handler's card.