

**SCHOOL SISTERS OF NOTRE DAME**  
**CENTRAL PACIFIC PROVINCE**  
**Job Title: Food Service Supervisor**

**POSTED DATE:** 08/15/2017

**LOCATION:** St. Louis

**DEPARTMENT:** Food Service

**GENERAL STATEMENT OF DUTIES:**

This position has the overall management and supervision of the Food Service Department including the kitchen, main dining area and special events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conduct oneself in a professional manner
- Interview, select, train and evaluate the performance of all food service employees
- Supervise staff in the day to day operations of the food service department. This includes:
  - Preparing food to meet quality and quantity standards for all food service requests
  - Delivering and serving food to residents and visitors in all service areas
  - Maintaining high quality sanitation and safety practices
  - Ordering, receiving, storing and transferring of food and supplies
- Plan all food service menus with consideration for nutrition, fresh locally grown foods, variety, economy, menu design, production requirements and resident dietary needs
- Schedule all employees to assure proper staffing indicating full time and part time equivalency to maintain maximum efficiency.
- Maintain accurate department records including meal tally sheets, quality assurance checks, temperature logs, personnel data, training and in-service logs, budget worksheets, state and federal reports and other required records
- Develop and update department job descriptions, policies and procedures. Recommend policy changes to the Campus Administrator and communicate these changes to, food service employees, and other appropriate departments
- Prepare and distribute reports as requested
- Plan and provide for special food service functions, as assigned and requested by administration; monitor and report costs associated with providing such services
- Maintain the quality assurance program in the department:
  - Monitor and follow through on Sisters' concerns and suggestions
  - Monitor and report department compliance with all appropriate regulatory agencies
  - Work actively to correct citations and/or deficiencies
- Review and submit payroll.

- Plan, maintain, and evaluate the department budget including costs for labor, food, supplies, and capital equipment needs. Maintain department cost controls, including expenses, inventory, staffing efficiency and material waste. Code bills and submit for payment.
- Chair regular meetings with food service staff. Encourage group problem solving and open communication. Communicate verbally, and in writing, appropriate information to the staff.
- Participate on facility-wide committees as assigned
- Perform related positions in the department when needed to meet the goals and objectives of the department.
- Follow safety procedures
- Maintain an orderly and presentable office and work area at all times
- Perform other tasks as assigned by Campus Administrator
- Attend workshops, in-services and employee meetings as required

**BASIC QUALIFICATIONS:**

- Minimum 3 years' experience in food service management preferable
- Minimum 4 years' experience with large-volume meal preparation
- Associate's degree in an area related to food service management preferred
- Professional attitude: honesty, integrity and respect
- Effective communication skills
- Math and computer skills
- Relational skills
- Understanding of the elderly and their needs
- Understanding of good nutrition and menu development
- Operation and maintenance of food service equipment
- Knowledge of safety issues relating to cleaning and preparation of food
- Sanitation Training and Certification
- Ability to lift a minimum of 50 lbs.
- Ability to stand/walk for long periods of time

**JOB TYPE:** Full-time, exempt

**BENEFIT ELIGIBLE:** Yes

**Application Deadline:** September 3, 2017

**If you are interested in this position please complete an application.**

**If you have questions contact**

**Human Resources**  
**262-787-1024**  
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