

**Food Service Supervisor.** The Supervisor of food services is entrusted with responsibility for the day to day operation of the kitchen, coordination with other facility services and ensuring that the food services meet all state dietary requirements and the residents' needs. The Food Service Supervisor works under the direction of the Executive Director.

The main areas of responsibility for the Food Service Supervisor are, but are not limited to, the following:

- a. Work in cooperation with the Executive Director to fulfill the mission of SPRING CREEK.
- b. Develop and post work assignments one week in advance.
- c. Assist the Executive Director to interview and hire qualified food service staff.
- d. Train, orient and supervise food service staff.
- e. Arrange and participate in continuing education for food service staff.
- f. Store and maintain food supplies as stipulated by the State.
- g. Maintain the food service equipment in a sanitary manner.
- h. Manage food and kitchen supplies budget and be responsible for all purchases insuring costs are maintained within budget.
- i. Supervise the preparation and serving of meals that meet residents' nutritional requirements.
- j. Assist in the planning of nutritional menus and/or follow the approved SPRING CREEK menus.
- k. Follow shift duty responsibilities.
- l. To consult the Executive Director in any situation where the proper action may be unclear.
- m. To assist in other duties as requested and/or assigned by the SPRING CREEK Executive Director.