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# Example of Food Production Supervisor Job Description

Our growing company is hiring for a food production supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for food production supervisor

* Coordinate recipe development and new product evaluation and testing
* Conduct menu meetings
* Administer the summer meal program
* Work closely with head start administration on menus, audits and problem solving to ensure a quality program
* Work closely with district personnel, students and parent groups to promote child nutrition programs
* Prepare required reports and review status of assigned areas with director
* Assist in food cuttings and demonstrations, selection of commodity processing, and testing of new food items for student acceptance
* Assist in interviewing, training and development of all staff members
* Assist in keeping policy and procedure manual current
* Assist with plans for remodeled and new kitchens

## Qualifications for food production supervisor

* Experience in LEAN manufacturing event/LEAN project initiatives
* Proficient Microsoft Office and SAP
* Ability to effectively work with all levels of the organization, employees, outside suppliers
* Three to five years successful experience in hospital food service management
* Strong interpersonal skills an ability to cooperate will with others
* Sanitation Certified