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# Example of Food Service Supervisor Job Description

Our growing company is hiring for a food service supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for food service supervisor

* Maintains a sanitation program according to HACCP guidelines to ensure food safety and inspection readiness consistently
* Monitors inventory levels to ensure that they are adequate to meet the needs of the operation
* Responsible for direct supervision of personnel and their adherence to all department standards and policies
* Support the company mantra
* This position is used in facilities that have very little management support (L-grades) within the Foods Services Department
* Monitor all aspects of the department's food safety program routinely and take immediate and appropriate action to identified hazards.Monitor all aspects of the operation's sanitation program on a daily basis to ensure inspection readiness at all times
* Provides guidance and direction to service personnel
* Oversees the set-up and break down of venues
* Ensures assigned unit meets and/or exceeds all federal and state health and safety regulations
* Responds to and tracks customer requests, complaints and feedback

## Qualifications for food service supervisor

* Must be a team player with an exceptional work ethic and attention to detail
* Must have proven problem solving ability
* Must be friendly, outgoing and organizes
* One-year management experience supervising food service staff preferred
* Minimum of three (3) years progressively responsible Food Service experience, required
* Certificate in food and beverage or its equivalent