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# Example of Food Service Supervisor Job Description

Our company is growing rapidly and is looking for a food service supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for food service supervisor

* Train staff on unit layout, call-in procedures, safety features, performance expectations and all other applicable UW, departmental, and franchise policies and procedures
* Evaluate the work completed by direct reports and provide constructive feedback to support their success
* Schedule employees to ensure proper staffing levels are maintained to meet customer service standards
* Monitor employee attendance in payroll/timekeeping system to ensure accuracy and that unplanned overtime, absences and tardiness are minimized
* Continually monitor food to ensure portion size, temperature, and appearance adhere to franchise and department specifications and service areas to ensure that food safety and food handling policies are being followed
* Monitor daily use of food products, labor needs, and supplies to ensure that resources allocation matches anticipated customer volume
* Develop, maintain, and submit accurate accounting records to demonstrate proper control and management of revenue and expenses
* Performs related duties as assigned by MBOD
* The Food Service Supervisor leads and energizes a fast paced diverse team providing nutrition and food services simultaneously, while maintaining outstanding food quality, service, and sanitation
* May manage up to 30 team members during a shift who provide retail services - cafe, espresso kiosk, catering, exhibition cooking, cash handling, and patient services - full room service, nourishment, Meals on Wheels, floor stock, department sanitation, and regulatory compliance

## Qualifications for food service supervisor

* Minimum three years working experience in any reputable food outlet
* Hard drive, initiative, and possess good creativity in food preparation and presentation
* Knowledge in cost control and menu planning
* Sound knowledge on fire and safety procedures, food and beverages housekeeping and sanitation
* Knowledge in personal hygiene, kitchen procedures, food and beverages cleanliness, equipment and work place housekeeping and sanitation
* Must be capable of lifting and carrying up to 50 lbs