



Example of Food Production Supervisor Job Description

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Our growing company is looking for a food production 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 production supervisor

- Assists in development and monitoring of processes for customer service improvement initiatives and suggest new methods that lead to better service
- Assists in training programs to ensure compliance and completion within given time frames
- Attends regularly scheduled meetings and assists director with internal employee meetings
- Assists with monitoring of patient and retail operations to ensure operations are consistent in each food service area
- Assists director to coordinate and integrate the administrative aspects of the food service operations to provide a quality program with the development of short and long-range department plans that are consistent with organizational and department policies
- Participates in the annual performance evaluation for employees ensuring reviews are completed per facility guidelines and time frames
- Works closely with the director to ensure continuous communication related to consistency of operations
- As assigned, completes required facility and ABM Healthcare weekly and monthly reports in a timely manner
- Develops/coaches department staff to ensure fullest potential is reached by providing feedback, suggesting ways for them to improve skills or build relations with peers, facility staff, patients and customers
- Assists to promote and drives facility TQM/Customer Service initiatives

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- Proactively reports pertinent feedback to food service director in a timely manner
 - Assists food service director to ensure required ABM Healthcare Support Services operating procedures are in place so programs meet the goals within a clean and safe environment for all service areas
 - Establishes positive, effective relationships with all corporate, client department directors, medical staff, other patient care services and attends scheduled facility meetings, as required
 - Monitors and inspects food service operations to ensure compliance with criteria for proper licensing and maintaining regulatory compliance at all times, (i.e., Health Department, CMS, JCAHO)
 - Assists food service director in monitoring budget compliance to maintain positive variances as required
 - Establishes a positive relationship with internal purchasing department ensuring compliance related to purchasing procedures and vendor requirements