

Benchmark Description

Kitchen Supervisor Level 4

LEVEL: 4

FUNCTION: KITCHEN SUPERVISOR

JOB SUMMARY

This position is primarily responsible for coordinating the food preparation function for the College.

RESPONSIBILITIES

- Assigning and scheduling duties and hours of work
- Providing healthy and nutritious meals
- Ensuring that sanitary and health regulations are followed
- Maintaining inventories
- Ordering supplies
- Ensuring equipment is in working order

CONTACTS

The majority of contacts within this position include the exchange of basic factual information to maintain workflow.

Typical contacts may include:

- Students
- Co-workers
- Suppliers
- Health officials
- General public

SCOPE OF DECISION MAKING

The majority of decisions within this position require interpretation within a range of established alternatives. Direction is sought when solutions are not within the established guidelines.

Typical decisions may include:

- Determine amount of supplies to order
- Determine proper storage of food
- Determine quantity of food to prepare
- Determine menu

IMPACT OF DECISION MAKING

The majority of decisions within this position have short-term impact limited to the work area.

MENTAL EFFORT

The majority of tasks within this position are standardized utilizing information that is given and requires no interpretation.

Typical tasks may include:

- Planning and preparing meals
- Monitoring inventory
- Cleaning work area

SENSORY EFFORT

Sensory tasks within this position require constant or intense visual or aural attention.

Typical tasks may include:

- Adjusting and setup of equipment
- Non-routine maintenance of equipment
- Balancing inventory counts
- Reading recipes
- Giving basic information
- Preparing food

SUPERVISION

Supervisory responsibility includes assigning, checking, and maintaining flow of work in a standardized environment. This position also has input to performance appraisals.

PHYSICAL ACTIVITY

The physical activity of this position requires frequent heavy activity greater than 20% of the time.

Typical tasks may include:

- Standing for long periods of time
- Moving equipment
- Lifting boxes of supplies over 5 kg

FINE MOTOR MOVEMENT

The duties within this position requiring the use of fine motor movements are between 21% and 45% of the time.

Typical tasks may include:

- Writing
- Keyboarding
- Using of small kitchen tools
- Adjusting equipment
- Calculating

TRAVEL

The travel required within this position is slight (less than 5%) of the work time.

CONTROL OF DISTRACTIONS

This position usually has the discretion to limit distractions/interruptions.

EDUCATION

The minimum relevant knowledge or formal training essential to perform the functions of this position is the completion of a Journey ticket. This education would typically provide knowledge of menu preparation, nutrition, food terminology, meat cuts and sanitary and health regulations.

EXPERIENCE

The minimum amount of practical related experience required to perform the duties of this position is one year. This experience would typically provide skills in use and maintenance of equipment, food storage, time management, food handling regulations, communication, cleaning, and cooking.