

JOB DESCRIPTION

FOOD SERVICES SUPERVISOR – HEALTH FOOD BAR

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Supervises all food service employees on shift and participates in the preparation and selling of food products in the Health Food Bar.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to the Business Operations Division Manager through the Food Services Manager and/or the Sous Chefs.
2. Reports directly to the Chef de Partie and in her/his absence to the Food Services Manager.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Provides day-to-day supervision and training of the food service employees and is responsible for directing them in the daily routines pertaining to their station.
2. Responsible for the implementation of daily routines.
3. Responsible for the opening and closing procedures.
4. Responsible for day-to-day cash and administrative related duties as required.
5. Responsible for notifying Management of any reasonable breaches and/or procedures in the workplace..
6. Assists in the daily and monthly inventory counts.
7. Ensures proper food portioning, presentation and quality controls.
8. Facilitates consistency within the different food service areas.
9. Ensures that all policies and procedures of the Society and the Collective Agreement are adhered to.
10. Communicates any problems, concerns or noteworthy points and fills in daily shift log as required.
11. Other related duties as assigned by the Food Services Manager or Sous Chefs.
12. Assists in other areas as required.
13. Operates POS system which includes ringing in items quickly and accurately, providing proper change to customers in an efficient manner.

QUALIFICATIONS:

1. Must be a member in good standing of the University of Victoria Students' Society.
2. A minimum of two years' experience in a high volume pub or restaurant or cafeteria kitchen is required.
3. A minimum of one years' supervisory experience is required.
4. Demonstrated ability in preparation and implementation of standardized recipes.
5. An understanding and implementation of food preparation techniques.
6. Demonstrated ability in basic kitchen skills including but not limited to: knife handling, sauce prep and mis en place.
7. Experience handling large volumes of cash.
8. Food Safe Level II certificate required.
9. Experience with Squirrel or Point of Sale systems an asset.

10. Ability to work independently with little supervision and as part of a team.
11. Must be punctual and reliable.
12. Must be well organized and dedicated to a high level of customer service.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.