

## JOB DESCRIPTION

### **FOOD SERVICES SUPERVISOR – HFB (HEALTH FOOD BAR)**

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Supervises all HFB employees on shift and participates in the preparation, cooking and selling of food products in the HFB.

#### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to HFB Chef de Partie.
2. Responsible to the General Manager through 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 in the preparation of all HFB menu items.
8. Facilitates consistency within the different food service areas.
9. Operates POS system which includes ringing in items quickly and accurately, providing proper change to customers in an efficient manner.
10. Helps to ensure that all policies and procedures of the operation and the Collective Agreement are adhered to.
11. Assisting the Manager to ensure safer spaces in the workplace.
12. Communicates any issues or noteworthy points and fills in daily shift log as required
13. Other related duties as assigned.
14. Assists in other areas as required.

#### **QUALIFICATIONS:**

##### **Required:**

1. Must be a member in good standing of the University of Victoria Students' Society.
2. Minimum of one years' experience in a high volume commercial kitchen.
3. Minimum of one years' supervisory experience.
4. Minimum six months' of cash handling and/or Point of Sale (POS) experience.
5. Demonstrated ability in preparation and implementation of standardized recipes.
6. Experience in food preparation, with basic kitchen skills including: knife handling, sauce preparation, and mise en place.
7. Food Safe Level II.
8. Ability to work independently with little supervision and as part of a team.

9. Strong communication and interpersonal skills
10. Strong attention to detail, time management and problem solving skills.
11. Ability to be flexible under stress and in dealing with difficult people
12. Must be punctual and reliable.
13. 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.