

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : **Food Service Supervisor**

CORE CODE :

POST LEVEL AND SALARY CODE : **4**

LOCATION :

POSTS REPORTS TO :

DATE OF APPOINTMENT :

B. JOB PURPOSE

To render supervision of Food service aid activities

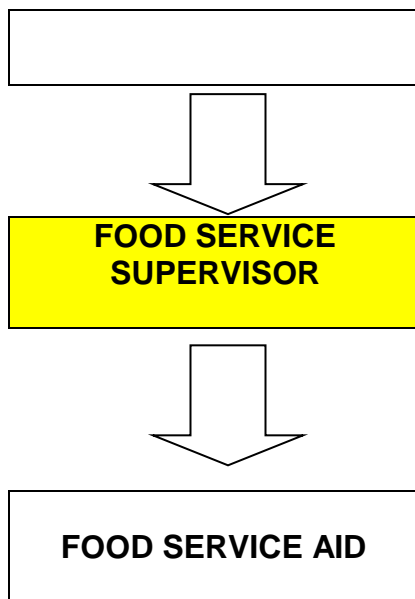
C. KEY PERFORMANCE AREAS

- Supervise all activities in the food services, including food preparation, distribution and serving
- Maintain hygiene and safety measures
- Ensure that all equipment is in good working order and it is used effectively
- Ensure replacement or repair of faulty/outdated equipment
- Responsible for ordering, receiving, storage, stock control and stock taking
- Responsible for completing monthly statistics
- Perform administration functions linked to food services

D. EXAMPLE OF A TYPICAL POSITION IN THE ORGANISATION AND ORGANISATION STRUCTURE

NOTE:

This organizational structure serves as an **example only**. Each department or institution should design its organizational structure to suit its specific needs and circumstances. Please note the old adage that structure follows strategy.



E. INHERENT REQUIREMENTS OF THE JOB

F. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

- NQF level 3 (ABET level 4)

Experience

- 3-5 years food service experience

Inherent requirement of the job:

- Must be computer literate
- Be able to work under pressure
- Able to work shifts including public holidays
- Good communication, numerical, organizing and supervisory skills

G. CAREER PATHING

Compliance with the requirement of higher posts.

H. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

I. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

J. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: