



Food Service Supervisor

Job Title: Food Service Supervisor
Ministerial Designation: Non-Religiously Qualified-non-exempt
Status: Regular Full-Time
Department: Food Service
Reports To: Food Service Manager
Prepared Date: March 18, 2025

Summary: Tenacre is looking for a Food Service Supervisor, who participates in the healing Mission and Ministry of Tenacre by supervising assigned activities of the food service staff engaged in preparing meals for the cafeteria and Tenacre functions.

Supervision: Directly supervises 15+ food service staff members.

Competencies: To perform the job successfully, an individual should be demonstrating the following competencies:

Leadership: Works safely and cooperatively with a team towards the accomplishment of shared goals. Exhibits objectivity and openness to other's views; provides and welcomes feedback. Works collaboratively with staff members to uplift and maintain a teamwork atmosphere in a professional kitchen and cafeteria environment.

Integrity and Ethics: Makes sound, accurate, and timely decisions with Tenacre's long term interests in mind; articulates reasoning for decisions; includes appropriate people in the decision-making process. Is a good listener and approaches work from a basis that is thoughtful and caring; demonstrates reliability, self-motivation and punctuality.

Planning and Organizing: Is thorough in accomplishing tasks of all sizes; monitors and checks work; plans and organizes time and resources efficiently even under the pressure of multiple demands.

Immediacy and Flexibility: Demonstrates a high sense of quality to standards and achieves them regardless of barriers; shows a passion for one's work - enjoys working hard; can be counted on to get things done on time; adapts quickly to changing needs and schedule.

Essential Duties and Responsibilities: (Other duties may be assigned.)

- Maintains the workflow and environment of Food Services department, ensuring that the tasks and responsibilities are occurring per established practices. Oversees quality of work being performed by kitchen staff; ably handles and reports personnel issues to Food Service Manager
- Responsible for closing the kitchen and cafeteria, including locking doors, ensuring equipment is turned off and kitchen is left in a clean and organized manner, communicates any needs for the next morning and locks doors in compliance with safety and security standards/processes, oversees food service staff; also includes opening the kitchen, ensuring equipment is turned on, checking voicemail and email
- Oversees the cleanliness, organization and practices of the Main Kitchen, Cafeteria, and the Christian Science nursing settings to ensure compliance with current Health Department sanitary codes
- Oversees prepared food production and/or supplies delivered to established locations on campus. Works with production team to understand and monitor quantity and quality of food being served in the cafeteria. Relays and practices stewardship of food and kitchen waste
- Reports/suggests maintenance, repair, and replacement of items in need of attention within the kitchen and cafeteria. Practices stewardship regarding equipment and supplies
- Responds to and facilitates feedback from cafeteria customers; communicates daily food consumption to the production team
- Utilizes communication tools and technology skillfully, including alertness to and answering of the kitchen phone, voicemail, email, Community Newsletter, etc. as needed; may post menus in a variety of formats (paper, computer monitors and menu phone line
- Approves and checks accuracy of all purchasing and forwards invoices to Accounts Payable in a timely manner
- May represent Food Services in weekly Reps meetings
- Assists food service team with various shifts and/or duties as needed including, but not limited to, food preparation, dishwashing, cleaning, and serving
- Ability to work five, 8 hour shifts per week; including every other weekend and some overtime, as needed

Physical Requirements

- Stands and moves during the entire workday, and works within a professional food service environment
- Lifts or moves items weighing up to 25 pounds frequently and up to 50 pounds occasionally
- Uses excellent safety measures throughout the workday, staying alert to sharp, slippery, hot, and hard surfaces; skillfully handles hand tools, equipment, and electrical appliances

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty as stated. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Member of The First Church of Christ, Scientist in Boston Massachusetts, preferred
- A high school diploma or equivalent, preferred
- Familiarity with most aspects of a professional food service operation
- Food Service experience in a supervisory role, preferred
- Ability to read, write and speak English, which is understandable by staff and vendors