



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> KITCHEN SUPERVISOR	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> NUTRITION & DIETETICS
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Kitchen Supervisor will report to the Senior Dietitian.		<b>5. NATURE &amp; SCOPE</b> The Kitchen Supervisor is responsible for the overall activities in the department. Work is performed under the direction and supervision of the Dietitian and is reviewed through inspections, reports and general observations.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Kitchen Supervisor: <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinates and supervises all kitchen operations.</li> <li><input type="checkbox"/> Supervises the production, distribution and presentation of all meals provided on a daily basis including special assignments.</li> <li><input type="checkbox"/> Reviews menus and approves all recommendations proposed by Cook II.</li> <li><input type="checkbox"/> Supervises all staff and ensures that all senior personnel are managed within specified shifts.</li> <li><input type="checkbox"/> Prepares weekly Return of Personnel (ROPs) for submission to Senior Dietitian.</li> <li><input type="checkbox"/> Records and submits a monthly report of all departmental activities inclusive of adverse events or completed projects/accomplishments.</li> <li><input type="checkbox"/> Conducts random checks on quality and quantity of food/general items supply received and stored to ensure adherence to Standard Operating Procedures.</li> <li><input type="checkbox"/> Collaborates with Cook II in the assignment of duties to Cook I's, Food Service Workers and other relevant kitchen staff.</li> <li><input type="checkbox"/> Ensures that all sanitation and health and safety standards are adhered to.</li> <li><input type="checkbox"/> Monitors all food preparation and ensures that proper food safety and hygiene is maintained.</li> <li><input type="checkbox"/> Escalates any incidents which may require the attention of the Senior Dietitian or any duly other authorized personnel.</li> <li><input type="checkbox"/> Collaborates with Cook II in establishing and maintaining a repair and maintenance schedule for all kitchen equipment and furniture.</li> <li><input type="checkbox"/> Establishes and maintains a daily log of all activities/issues which occur within the department.</li> <li><input type="checkbox"/> Maintains a record of all commercial dietary supplements received and issued where necessary.</li> <li><input type="checkbox"/> Ensures inventory stock cards are accurately updated and appropriately stored.</li> <li><input type="checkbox"/> Facilitates a continuous learning environment within the department and responsible for the timely completion of performance appraisal reports and submission of annual training needs.</li> <li><input type="checkbox"/> Contributes to the development of annual budgets and business plan.</li> <li><input type="checkbox"/> Maintains leave administration records for all employees assigned to the Kitchen.</li> <li><input type="checkbox"/> Assists in the formulation of the special menus for public holidays and promotional Nutrition events.</li> <li><input type="checkbox"/> Supervises inventory management of equipment in the department.</li> <li><input type="checkbox"/> Assists with the orientation and training of Trainees when necessary.</li> <li><input type="checkbox"/> Performs any other related work as may be required by the Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of procurement and maintenance of equipment and utensils used in large-scale food production.</li> <li><input type="checkbox"/> Knowledge of chemical and cleaning supplies used in cleaning and sanitation of large-scale food production.</li> <li><input type="checkbox"/> Extensive knowledge in the preparation and portioning of therapeutic diets.</li> <li><input type="checkbox"/> Ability to plan and supervise meals prepared in large amounts.</li> <li><input type="checkbox"/> Ability to effectively manage, supervise and discipline junior staff.</li> <li><input type="checkbox"/> Ability to prepare rosters, work schedules, monthly reports and maintain records of attendance and leave profiles of staff.</li> </ul>		

#### 8. MINIMUM TRAINING AND EXPERIENCE

- Diploma in Food Preparation and Culinary Arts from an accredited institution.
- Five (5) Ordinary CSEC/CXC Level Passes including Mathematics and English A.
- Food Safety and Hygiene Certification.
- Certification in Supervisory Management for a minimum period of six (6) months.
- At least five (5) years of experience as a Cook in a hospital/therapeutic setting, two (2) of which should be in a supervisory position.

#### 9. SUPERVISORY RESPONSIBILITIES

- Cook II
- Cook I
- Food Service Worker
- On the Job Trainee

#### 10. COMMUNICATION AND WORKING RELATIONSHIP

##### ***Internal:***

- Manager-Para Clinical Services
- Members of the Nutrition/Dietetics Department
- Human Resource Department
- Medical Staff
- Nursing Staff
- Nurses
- Stores personnel
- Heads of Department

##### ***External:***

- Patients
- Suppliers
- Other Regional Health Authorities (RHAs)