

## **Job Posting**

**Job Title:** Food Service Supervisor

**Reports to:** Food Service Manager

**Location:** Tennessee School for the Blind  
115 Stewarts Ferry Pike  
Nashville, Tn. 37214

### **Job Overview**

**Summary:** Under general supervision, is responsible for supervisory food service work of routine difficulty in supervising a relatively small group of food service workers, cooks and other personnel in volume food preparation and service on an assigned shift; and performs related work as required.

**Distinguishing Features:** An employee in this class may be assigned to act as supervisor of service, clean-up, kitchen, traying, special diet, and other activities or a combination thereof on an assigned shift with relatively small numbers of subordinates, or may act as assistant shift supervisor on a shift with higher numbers of employees. This class differs from that of Food Service Supervisor 1 and lower level food service job classes in those incumbents of the latter have less supervisory responsibility and are subordinates to incumbents of this class. This class differs from that of Food Service Supervisor 3 and higher level food service job classes in that incumbents of the latter have higher supervisory responsibilities.

### **Preferred Qualifications**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to three years of increasingly responsible full-time supervisor and volume food service work.

**OR**

**Substitution of Experience for Education:** Qualifying food service experience may substitute for the required education on a year-for-year basis.

## **Work Activities**

### **Guiding, Directing, and Motivating Subordinates:**

- At central food service locations, may be assigned to supervise a relatively small number of employees or to act as assistant shift supervisor of larger numbers of employees in any combination of volume food service activities such as kitchen food preparation, service and clean-up, special diet preparation traying, and related functions.
- Assigns, trains, supervises, and evaluates a staff of subordinate food service personnel on an assigned shift.
- Evaluates performance of subordinate staff.

### **Documenting/Recording Information:**

- Keeps and prepares a variety of routine records and reports such as time sheets, daily and weekly order sheets, daily and weekly diet orders and changes, meal counts, disciplinary actions, and other records and reports.

### **Staffing Organizational Units:**

- Assists in making recommendations on matters such as employment, retention, promotion, discipline, and other personnel actions.

### **Analyzing Data or Information:**

- Takes and utilizes information from treatment team, dietetic, and other personnel to ensure the proper nutrition of residents.

### **Evaluating Information to Determine Compliance with Standards:**

- Checks work and service areas to ensure that proper sanitation and safety precautions are being observed in work.

### **Performing Administrative Activities:**

- May order or help order supplies.
- Keeps meal counts.

## **Competencies (KSA's)**

### **Competencies:**

1. Customer Focus
2. Motivating Others
3. Integrity and Trust
4. Directing Others

5. Conflict Management
6. Decision Quality
7. Delegation
8. Priority Setting
9. Listening
10. Approachability

**Knowledge:**

1. Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques

**Skills:**

1. Talking to others to convey information effectively
2. Understanding written sentences and paragraphs in work related documents
3. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
4. Understanding the implications of new information for both current and future problem-solving and decision-making
5. Communicating effectively in writing as appropriate for the needs of the audience

**Abilities:**

1. Be physically able to perform required job tasks
2. The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material
3. The ability to listen to and understand information and ideas presented through spoken words and sentences
4. The ability to communicate information and ideas in speaking so others will understand
5. The ability to add, subtract, multiply, or divide quickly and correctly
6. The ability to read and understand information and ideas presented in writing

**Tools and Equipment Used**

1. Electronic Devices
2. Basic Office Equipment
3. Motor Vehicle
4. Commercial food preparation equipment



**To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [Kim.Stein@tsbtigers.org](mailto:Kim.Stein@tsbtigers.org)

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