



JOB DESCRIPTION

Job Title: Supervisor of Catering and Dining Services **FLSA Status:** Non-Exempt Hourly

MISSION STATEMENT

*As partners in ministry, we commit to further
the mission of the Sisters of the Holy Cross.
We strive for excellence in all we do
while using our resources wisely.
We are called to live and minister in right
relationships as we witness to gospel values
and build just and caring communities.*

CORE VALUES

Respect:

Recognizes the dignity, value and uniqueness of each person as created and loved by God.

Hospitality:

Welcomes strangers, guests and partners in ministry with kindness and consideration.

Compassion:

Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

Service:

Works with and for others by sharing our gifts and talents to accomplish the mission.

Main Function:

Assists the General Manager,-Nutrition Services in assuring that all food and related services are provided to residents/users in a timely and healthful manner. Supervises dining and catering services within the Nutrition Services department.

ESSENTIAL FUNCTIONS

1. Monitors and coordinates activities of staff to ensure dining and catering services meet high standards of quality and service.
2. Assists in assuring that the Sisters of the Holy Cross Mission is carried out in all department activities.
3. Makes recommendations regarding annual department goals and objectives.
4. Makes recommendations for annual budget.
5. Assures that department operation reflects good stewardship.
6. Maintains appropriate records, resource materials, and documents in well- organized computer files.
7. Communicates all appropriate information to those who need to know.
8. Conducts performance appraisals within appropriate time frame and recommends corrective actions when necessary.
9. Interviews and recommends prospective employees.
10. General understanding of all departmental operations.

Job Specific Responsibilities

1. Ensures maintenance, cleanliness, and sanitary standards are met in areas of responsibility. Ensures health and safety guidelines are followed.
2. Ensures that all dining room services meet the expected standards.
3. Coordinates the fulfillment of all catering orders.
4. Supervises dining room and catering staff to ensure optimal service.
5. Acts as Manager on Duty for department according to schedule.
6. Fills in as a working supervisor in the department as needed.
7. Instructs/trains direct reports in the completion of position responsibilities.
8. Utilizes strong computer skills to develop, organize, and maintain catering orders and associated documents.
9. Maintains accurate records of staff supervised and refers to this information when preparing performance appraisals. Regularly coaches employees concerning work performance and related matters.

MINIMUM QUALIFICATIONS

Education

A high school diploma is required; Bachelor's Degree preferred.

Experience

Minimum three (3) years in food service with emphasis in institutional setting. Minimum of two (2) years' experience in food service management and supervision required. Knowledge of internet usage and word processing skills required.

Supervision

Non-exempt employees where errors are easily detected.

Budget Responsibility

Provides recommendations to supervisor regarding department budget. Has authority to sign-off on approved budget items within the department.

Other Acknowledgements:

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job-related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee’s Signature

Date

Printed Employee’s Name