

## Job Posting - KITCHEN

Position: **Commissary Prep Supervisor**

Availability: Open

Hours: 30 – 40 hours per week.

Rate of Pay: \$19 - \$25 per hour, based on experience.

Posted: April 26, 2024

### SUMMARY

As our Commissary Prep Supervisor, you will supervise and participate in cooking and baking and the preparation of foods. You will write weekly schedules according to business and projected goals. Our Commissary Prep Supervisor must participate in checking of all purchased supplies for quality and account for each delivered item.

### RESPONSABILITIES:

- Prescribes quantities, production sequence, and time for items to be prepared, cooked, assembled, and packaged to meet production schedule.
  - Determine production schedules and staff requirements necessary to ensure timely delivery of services.
  - Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data; answering questions and responding to requests.
  - Order or requisition food and other supplies needed to ensure efficient operation.
  - Explains and demonstrates work methods to train employees and establish size of food portions
  - Maintains quality service by establishing and enforcing organization standards.
  - Monitor sanitation practices to ensure that employees follow standards and regulations, reporting results of the processing flow on shift production summaries.
  - Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.
  - Enforce safety, health, and security rules
  - Specifies arrangement of equipment, work stations, and staffing to prepare for production.
  - Ensures operation of equipment by calling for repairs; evaluating new equipment and techniques.
  - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
  - Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes.
  - Conduct training for personnel
  - Direct and coordinate food or beverage preparation
  - Monitor worker performance
  - Maintain production and work records
  - Modify work procedures or processes to meet deadlines
  - Schedule, direct and coordinate activities of workers or staff
  - Oversee work progress to verify safety or conformance to standards
  - Requisition stock, materials, supplies or equipment
  - Resolve or assist workers to resolve work problems
- Other duties as assigned

**PREREQUISITES:**

Previous experience in a supervisory role within the food service industry is required.

2 years experience as a cook or chef preferred.

High School diploma/GED required, culinary degree an asset.

Strong knowledge of food preparation techniques, food safety standards, and kitchen operations.

Excellent leadership skills with the ability to motivate and inspire a team.

Exceptional organizational and time management abilities.

Ability to work in a fast-paced environment while maintaining attention to detail

Ability to exert well paced mobility for up to 8 hours, including standing, walking, bending and squatting; ability to lift up to 50lbs.

Must have a flexible schedule with the ability to work days, evenings, weekends and holidays.

Team player with the ability to communicate professionally with all hotel team members/departments.

Previous experience with coaching, tracking budget expenses, managing processes (including process recommendations for improvements) are required.

Qualified applicants are invited to forward their resume with cover letter to [hr@fortgarryhotel.com](mailto:hr@fortgarryhotel.com)

**Closing Date: May 2, 2024**

**Commitment to Diversity & Inclusion:**

The Fort Garry Hotel is an inclusive company and our ambition is to attract, recruit and promote diverse talent.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.