



Job Description- Supervisor

Position Title	Supervisor
Department	Administration
Reporting To	Senior Manager Administration
Type of Position	Full Time

POSITION DESCRIPTION

We are seeking an experienced and dynamic food supervisor to lead and oversee campus-wide food operations, ensuring exceptional dining experiences for our community. The supervisor will oversee daily food service activities, events set ups, manage vendors, and ensure the highest standards of customer service, food quality, and cleanliness are maintained.

DUTIES AND RESPONSIBILITIES

- **Policy Implementation:** Implement and enforce operating policies, including health and safety protocols, for all food service operators on campus.
- **Cleanliness Standards:** Maintain high cleanliness and hygiene standards in all food service, kitchen, and pantry areas across the campus.
- **SOP Management:** Keep Standard Operating Procedures (SOPs) up to date, addressing regulatory requirements and campus needs.
- **Quality Control:** Check raw materials and prepared food for safety, monitor food preparation and storage procedures, and ensure the safe disposal of leftover food.
- **Community Engagement:** Interact with the campus community to gather feedback, address concerns, and promptly resolve issues.
- **Menu Collaboration:** Collaborate with the vendor team to develop and update menus.
- **Compliance Actions:** Take corrective action against non-compliant food operators.
- **Event Coordination:** Facilitate the décor and presentation of buffets and food-related items during events and meetings.
- **Staff Training:** Train office staff on personnel hygiene, food safety, and presentation protocols.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ HSC with Hotel management / Food Safety Diploma / Certified Food Professional
Required Experience	✓ At least 5yrs of in Restaurant / Hospitality Business

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Hands-on Expertise	High
2.	Safety & Hygiene	High
3.	Conflict Resolution	High
4.	Problem Solving Attitude	High
5.	Service Oriented	High
7.	Staff Management	Medium

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8.	Communication	Medium
9.	MS Office	Medium

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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