

**Job Title:** Food Services Supervisor

**Reports To:** Facilities Manager/Program Director

**About CLARE | MATRIX:**

CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970, CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA, CLARE | MATRIX maintains 18 facilities in the Southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

**Summary:**

Plans, coordinates, and supervises the kitchen operations and of food preparation for program participants and staff of CLARE | MATRIX on a daily basis and for special events.

**Major Areas of Responsibility:**

- Plans and establishes food processing standards and employee work schedules and assignments in the preparation of a large number of meals and food items.
- Directs the preparation and cooking of foods for inclusion in client (and some staff) meals.
- Develops, coordinates, and supervises the implementation of meal delivery schedules.
- Coordinates meal planning (weekly menu plan as well as plan and coordinate three meals per day) and supervises production to assure that recipes and menus are followed, and food quality is high; in accordance with federal, state, and CLARE | MATRIX rules, regulations, and policies.
- Ensure wholesome and nutritious meals are prepared and served to participating clients while ensuring all State and local health and safety requirements are met.
- Prepare raw food for cooking by washing, peeling, and cutting and seasoning; monitor food during cooking process including testing, turning and/or stirring; regulate temperatures of ovens, broilers, grills, and roasters, etc.
- Establishes and maintains appropriate facility sanitation, safe working conditions, Hazard Analysis and Critical Control Points (HACCP) standards, and proper food handling practices and procedures in the food processing facility.

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- Plans and directs the ordering, receipt, inspection, storage, and inventory control of food products and supplies used in the facility(ies), and maintains contact with vendor representatives to assure accurate and timely deliveries.
- Participates in budget development and analysis of expenditures and costs.
- Prepares, reviews, and maintains cost and production records and reports.
- Manages, reviews, and maintains oversight over all food related inventory.
- Directs the cleaning and maintenance, including preventive maintenance, of food processing equipment, food preparation areas, and facilities.
- Plans, develops, conducts, and oversees training programs for all food service employees in accordance with USDA Professional Standards.
- Obtains and provides information for the development of specifications and contacts for food products, equipment, and facility layout.
- Confers with Facility Managers regarding matters such as food processing needs, food quality controls, menu acceptability, ordering of supplies, and delivery of meals.
- Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Kitchen Supervisor is responsible for managing, planning, and supervising the day-to-day operations of food processing facilities involved in preparing, cooking, packaging, and distributing a large volume of pre-plated meals and bulk food on a daily basis.

A Kitchen Assistant (Prep Cook) supervises the preparation and assembly of meals; sanitation and maintenance of food production areas and related equipment.

#### SUPERVISION

Supervision is exercised over all employees and volunteers assigned to the kitchen production and service area(s).

#### **Knowledge of:**

- Principles and practices involved in organization and management of a food processing and packaging facility United States Department of Agriculture (USDA) regulations
- Methods and technology of quantity food production, HACCP, cooking, and meal preparation
- Menu selection and presentation Food production costing, portion control, inventory management, and quality assurance and control methods in a large food processing operation
- Procedures for ordering, receiving, storing, and packaging meals and foods items in large quantities
- Use and care of equipment used in large-scale food processing and packaging
- Health, safety, sanitation, and HACCP procedures pertaining to the handling and storage of foods and the operation of a food processing facility
- Principles of people management.

**Ability to:**

- Plan, schedule, and supervise the work of a large number of employees
- Develop and implement methods for ordering, receiving, inspecting, and storing a large volume of food products and supplies
- Use food services management systems such as Cafeteria Management System (CMS)/ One Source or other applicable computer programs.
- Develop and maintain accurate records, make mathematical computations, and prepare and present reports
- Review and analyze work procedures and methods, and devise and implement improvements  
Plan and conduct orientation and training
- Establish and maintain effective working relationships with vendors and food service personnel

**Education:**

- Graduation from a recognized college or university, preferably with a major in food services management, food science, food technology, or a related field.
- Additional experience may be substituted for two years of the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

**Experience:**

Two years of experience in managing or supervising the operations of a large commercial or institutional food processing facility or a major section of a food processing facility, including experience in supervising the operation and maintenance of food production equipment.

**Medical History:**

All employees whose functions require or necessitate contact with client or food preparation shall complete a health screening report or a health questionnaire. Health screening report or health questionnaire will be provided upon hire. For all residential employees a health screening report be completed and signed off by a medical practitioner signature for clearance. All outpatient employees will complete at minimum a self-report screening questionnaire.

TB test are to be conducted under licensed medical supervision not more than 60 calendar days prior to or 7 calendar days after employment and renewed annually from the date of the last tuberculosis test. Staff with a known record of tuberculosis or record of positive testing shall not be required to obtain a tuberculosis skin test. Unless there is documentation that the staff completed at least 6 months of preventive therapy, the staff shall be required to obtain, within 45 calendar days of employment, a chest x-ray result and a physician's statement that he/she does not have communicable tuberculosis and has been under regular care and monitoring for tuberculosis. A chest x-ray within the prior 6 months is acceptable. The physician's statement shall be renewed annually.

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**Physical Demands:**

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

**Work Environment:**

This job will be primarily located at the CLARE | MATRIX's offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature, I acknowledge that I have received and reviewed a copy of this job description:

\_\_\_\_\_  
Employee Printed Name and Signature

\_\_\_\_\_  
Date