



**NOTICE:** Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

## Job Specification

**Position Title:** FOOD SERVICE SUPERVISOR  
**Job Code:** OPSEU - Food Services 13Ofs, 95305  
**Job ID:** 16768

### **Purpose of Position:**

To manage the complete food services function for the Thunder Bay Correctional Centre.

### **Duties/Responsibilities:**

In a medium security correctional centre with an operational capacity of 128 sentenced adult male offenders & a maximum security female unit of a capacity of 32 female offenders, the incumbent is responsible for:

- 1) Is responsible for the preparation of approximately 500 to 555 meals daily. Responsibilities include planning, documenting, posting weekly menus and making site specific alterations to menus;
- 2) Establishes and ensures methods of operation, proper food preparation and portion control; keeps records of kitchen operations and meals served; maintains log books, inventory, stock usage; completes necessary reports, such as occurrence, damage, etc.; and supplies information for meal costing and per capita costing purposes.
- 3) Supervises and trains staff in the preparation of meals and all other kitchen operations. Schedules vacations and overtime efficiently; consults with Deputy Superintendent regarding staff performance, prepares appraisals and makes recommendations for merit increases;
- 4) Requisitions supplies for daily and long term requirements in accordance with existing policies and procedures.
- 5) Inspects and responds appropriately to issues regarding cleanliness, functioning of equipment and existence of workplace hazards; ensures security procedures are followed.
- 6) Supervises and trains offenders in the food services operations, kitchen hygiene and safety and security procedures.
- 7) Generates computerized reports and correspondence regarding the food services operation and the progress of offender helpers as required;
- 8) The manager has the right to assign additional duties.

Salary Note K-1: Incumbent supervises offenders for a major portion of working time. Incumbent trains and instructs offenders engaged in beneficial labour and ensures the custody, safety and welfare of offenders

### **Knowledge:**

Work requires knowledge of meal assembly, carving, table service and weights and measures. Work also requires knowledge of general cooking methods and procedures, menu planning and food costing, basic nutrition, proper preparation and sanitation techniques and the operation and care of related equipment.

Knowledge is normally acquired through successful completion of the Ministry of College and Universities Cook Certificate with several years experience in institution or volume cooking, including supervisory experience.

### **Staffing and Licensing Requirements:**

Not applicable to this job

### **Skills:**

Requires abilities in planning, organization, co-ordination and writing/computer skills; persuasiveness and understanding to deal with offender helpers and supervisory ability to direct the work of staff; ability to control costs and estimate future requirements.

**Freedom of Action:**

Under the general supervision of the Deputy Superintendent, judgment is exercised in recommending staff requirements, determining quantities of supplies to be ordered, varying menus and recipes and authorizing substitution of meals according to seasonal availability of provisions; judgment is exercised in scheduling and supervising staff and in effective supervision, training and security of inmate helpers. Judgment is also exercised in ensuring the correctional security of the kitchen; in monitoring the costs of the food service operation and in arranging for and authorizing preparation of special diets. Work is performed under the general supervision of the Operational Manager within the constraints of local standing orders and legislation and ministry manuals of procedures and policies.