

# Cannon Beach Conference Center

## Job Description



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**Job Title:** **Chef Supervisor**

Department: Food Service Date Approved February 2022

Reports to: Food Service Manager Category: Salaried, exempt

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### General Position Summary

Responsible for providing leadership and oversight of kitchen operations and staff, ensuring all meals and food prepared are of excellent quality and ample quantity. Responsible for maintaining a safe and sanitary food service department.

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### Essential Functions/Major Responsibilities:

- Plan and prepare all menus, preparation, and execution of guest meals / medical diets.
- Assists the Food Service Manager with menu planning with a focus on variety and creativity, complying with all appropriate portion sizes, standards of quality, health guidelines, and department policies and procedures.
- Assists the Food Service Manager with hiring, training and supervising food service staff ensuring all personnel perform their job duties and follow all health and safety guidelines.
- Schedules kitchen staff in conjunction with the Food Service Manager.
- Coordinates with dining room staff and other departments to ensure prompt and cheerful service to the guests and good plate appearance.
- Assist with annual evaluations of kitchen staff.
- Provide and support a healthy spiritual environment within the food service department by personal example and through prayer/devotions with staff.
- Maintain compliance with all applicable state and federal laws as they apply to food service.
- Stay current with trends and styles of the industry through attending seminars, food shows, culinary classes, and reading culinary literature.
- Assist as needed to cover absences due to illness, vacations, etc.
- Responsible for the maintenance, organization, cleanliness, and proper usage of the storage areas, coolers, and freezers.
- Assists the Food Service Manager with inventory control, practicing good stewardship through promoting economy and preventing waste.
- Participate in department and staff meetings, and prayer times.
- Support organizational safety program:
  - Train employees working in the department in safety procedures, including but not limited to SDS, bloodborne pathogens and use of PPE.
  - Document safety training on the CBCC server training file
  - Enforce safety policies and procedures.
  - Limit handling of blood borne pathogens and hazardous chemicals to employees trained in safety procedures.
  - Maintain SDS books, accident logs, and safety procedures.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

## Secondary Responsibilities:

- Assist in the bakery and “satellite” dining rooms as needed.
- Work weekends as needed.
- Assists the Food Service Manager with ordering as needed.
- All other duties as assigned.

## Qualifications/Skills Required:

- A Christian in agreement with CBCC’s statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ.
- Degree in culinary arts is desirable.
- Knowledgeable in best practices for accommodating guests with food allergies and restricted diets.
- Minimum of 3 years in an institutional food preparation position, preferably in a leadership role.
- Experience in hiring, training and supervising staff to achieve a motivated, skilled workforce.
- Creative, motivated, and able to manage deadlines.
- Good math skills.

## Physical Demands:

Sit	≤1 Consecutive hours	≤1 Total hours per day		
Stand/Walk	2-3 Consecutive hours	6-8 Total hours per day		
Employee may alternate between sit/stand as needed.				
<input type="checkbox"/>	Only uses left hand/arm	<input type="checkbox"/> Only uses right hand/arm		
<input checked="" type="checkbox"/>	Uses both hands/arms			
	None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	25 feet			
*Key				
<b>Occasionally</b>	<b>Frequently</b>		<b>Continuously</b>	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	