



POSITION NUMBER: 12366

UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION

TITLE: Food Service Supervisor
Regular Full-time

Rotating Days with weekends and holidays
Rotating shifts

MINIMUM REQUIREMENTS: High school diploma or equivalent, one year experience in food service and preparation and possession and maintenance of a current Food Handler's Permit.

ESSENTIAL FUNCTIONS: Abides by and enforces all compliance requirements and policies and performs these responsibilities in an ethical manner consistent with the organization's values. Adheres to hospital policies including confidentiality. Orients and trains new employees. Requires minimal supervision to safely perform essential function. Utilizes proper body mechanics when moving equipment/supplies that is necessary to perform essential functions. Opens and closes departments using established procedures/checklists. Maintains established departmental/hospital policies and procedures including personnel, sanitation, safety, quality standards, etc. Supervises and disciplines food service activities including but not limited to production, cafeteria, tray line, sanitation, catering, etc. Checks patient assembly line and patient trays in accordance with established schedule, procedures and diet guidelines. Handles dishes, food items and utensils. Loads and unloads patient trays on food delivery carts. Maintains appropriate departmental records. Ensures proper taste and temperature by recording temperature and taste testing prior to meal service. Ensures correct portion size utilizing proper serving utensils. Obtains all necessary food and supply items for meal service. Reports improperly working equipment, safety hazards, etc. to Plant Operations in a timely manner. Assists with evaluation of Food Service personnel. Assists with cost control by overseeing efficient use of food, supplies and chemicals. Maintains records of the number of trays served, nourishments delivered, guest trays, late trays, etc. as required. Makes and delivers late trays, 2nd trays, and other food items as required. Works assigned station on patient tray line during meal service including checking, loading, placing food items, beverages, utensils, etc on patient trays. Transports rolling food carts weighing 300 to 400 lbs. through out hospital. Removes food trays and food items from various height (24" to 72"). Identifies patients when transporting/delivering patient food, trays, or items by reading and checking patient information on door, menus, diet sheets, etc. to ensure proper delivery. Works any job duties/position required for efficient and smooth operation of department. Communicates and uses appropriate customer relations skills with physicians, patients, families and healthcare team in person and via telephone. Responds to overhead pages. Accurately completes records and records for sanitation, temperature and operational status. Completes all mandatory unit, educational and hospital requirements. Utilizes cost effective practices in performing all aspects of the job. Adheres to current Infection Control and Safety Standards. Participates on committees as assigned. Participates in Performance Improvement activities through quality measurement or participation of ICARE. Regular and prompt attendance and the ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 4:30 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama Children's and Women's Hospital
1700 Center Street
Mobile, Alabama 36604
jobsusacw@usouthal.edu

LOCATION: USA Children's and Women's Hospital
Food and Nutrition Services

OPEN AS OF: April 8, 2008

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