



## **Position Available: Food Service Supervisor**

---

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

### **POSITION DESCRIPTION AND JOB FUNCTIONS**

The Food Service Team at Jack & Jill Center delivers nutritious and high-quality meals to our students on a weekly basis. The Food Services Supervisor works in collaboration with the Food Service personnel to prepare the daily menu as well, as cook breakfast, lunch and provide afternoon snack. The Food Service Supervisor will maintain a safe and healthy work environment in compliance with Federal, State and local guidelines as well as, serve as a point of contact in absence of the Food Services Manager.

- **Kitchen Support**

- Assists the Food Service Manager in all food service operations and day-to-day operations of the kitchen.
- Serves as main cook in kitchen one – Building A.
- Assists the Food Service Manager in providing direction to food services personnel, ensuring execution of all employee duties.
- Monitors food service personnel to assure they are following established safety and sanitary regulations and procedures in the use of equipment and supplies.
- Ensures compliance with state, federal, and local food handling requirements and standards.
- Assists the Food Service Manager in the implementation and management of kitchen policies and procedures throughout scheduled shift.
- Assists the Food Service Manager in orientation and training of food services personnel in proper work practices when they are hired and conducts and evaluates
- Completes the duties, when needed, of all kitchen positions including washing pots and pans, sweeping, and mopping floor.
- Assists with putting delivery away and ensures products are stored at the correct temperatures and rotated properly.
- Ensures utilization of daily prep sheets and yield sheets and that product counts and temperatures are recorded accurately daily.
- Anticipates, identifies, and corrects any issues with inventory and staffing in collaboration with the Food Services Manager.
- Supports the Food Services Manager with training and development of food service personnel.
- Communicates with Food Services Manager to ensure awareness of any concerns including but not limited to: personnel, ordering, menus, monitoring.
- Partner with school leadership to maintain CCFP guidelines.

- **Cleaning**

- Prepare dishwashing sink/area.
- Clean as you go, final cleanup of breakfast preparation.
- Assist with breakfast dishes.
- Assist with lunch dishes.
- Daily Cleaning – steam table, stove, oven, and mop floors, etc.

**POSITION REQUIREMENTS**

- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively both orally and in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to remain calm, patient, and composed in challenging situations.
- Ability to stand, walk, and bend for extended periods.
- Ability to properly address and handle conflict positively.
- Maintain open communication, confidentiality and professionalism at all times.
- Follow and enforce the Center’s policies and procedures at all times as listed in employee and parent handbooks.
- The job may require heavy lifting of 15 pounds or more.

**POSITION QUALIFICATIONS**

Candidates for the Food Service Supervisor should have:

- High School Diploma or G.E.D. equivalent.
- ServSafe Manager Certification and other certification as required by federal/state/local law.
- At three plus years of working in the food service industry with leadership experience.
- Experience supervising others.
- Excellent customer service, verbal and written communication skills.
- Ability to plan and multi-task.
- Knowledge of all kitchen equipment.
- Proficiency in basic computer applications (e.g., email, Microsoft).
- A valid driver’s license and access to transportation.
- Authorization to work in the USA.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

**SPECIFICS**

Title: Food Service Supervisor

Team: Kitchen/Food

Reports To: Food Service Manager

Pay: \$18 -20 per hour

Classification: Full-time/Non-Exempt

To apply, please submit an Employment Application by [clicking here](#).

Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance.