



Job Scope

Production Supervisor

Reports To: General Manager

Revised: 5/26/22

The Prep Supervisor is directly responsible for the managing the production and purchasing of all items needed to produce catering menu items in a cost-effective, safe and clean kitchen. The Prep Supervisor works as part of the team to build sales and grow the business. Quality of food, service and on time performance are continually challenged and improved. An environment that fosters creativity, free thinking and intelligent decision-making is encouraged. The Prep Supervisor is expected to work an average of 40 hours per week.

Major Responsibilities

PRODUCTION

- Taking a hands on approach managing daily production.
- Setting appropriate prep levels to ensure fresh product and effective use of labor, including:
 - Daily prep counts.
 - Weekly prep totals and weekly prep plans.
 - Regular review of sales mix information.

PURCHASING & COST MANAGEMENT

- Placing effective orders based on sales and par levels
- Proper receiving, rotation, storage and handling of all food products.
- Monitoring quality and managing vendors accordingly.
- Working proactively with the management team to maximize sales and optimize profits through the management of food, labor costs and DOE.
- Producing a complete and accurate physical food inventory as scheduled.

QUALITY OF OPERATIONS

- Ensuring strict adherence to Fresh City Kitchen's standards for food quality.
- Paying attention to details.
- Maintaining high standards in all areas of safety, security and sanitation.
- Ensuring all Health Department regulations are enforced at all times.



LEADERSHIP

- Projecting a positive attitude.
- Showing respect for all employees.
- Setting the pace and tone of the kitchen through attitude, initiative and drive.
- Providing feedback and direction to the kitchen staff, so as to continue their development.
- Participation in weekly management meetings to discuss the business and the role of the kitchen in growing the business.
- Demonstrating commitment to cultivating knowledgeable staff members who are proud of our quality and believe in our concept.

Qualifications

REQUIRED SKILLS & EXPERIENCE

- 2 years of management experience.
- 5 years of food service experience, in a high quality, high volume environment.

HIRING PROFILE

- Leader
- Team Builder
- Superior Technical Cooking Skills
- Spanish speaking a significant plus