

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – SPORT SERVICES SECTION - LOCATION – MOUNTAIN ARENA)

SUPERVISOR, FOOD OPERATIONS – SPORT – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager, Sport Services, the Supervisor, Food Operations – Sport will be responsible for the delivery of efficient and effective food services for sporting events within various Recreation facilities.

The Supervisor, Sport Food Operations will be required to work closely with staff, management and community stakeholders to ensure that the food services related to events meet the needs of the City and the community while ensuring quality, accountability, exceptional customer service.

GENERAL DUTIES

Supervise staff and provide the appropriate support for food service provision within Recreation facilities.

Recruit, hire, train and direct food services personnel operating within guidelines, procedures and policies for the effective, efficient and safe delivery of food services.

Assist in establishing strategies to improve effectiveness and efficiencies in delivering services to meet divisional goals and objectives.

Assist in developing processes to guide food services for sport events, tournaments and other Recreation type events.

Monitor, review, assess and liaise with contracted food service suppliers to ensure contract compliance.

Ensure that all food services operations comply with all applicable statutes and regulations, including but not limited to the Health Protection and Promotion Act, the Food Premises Regulations, City of Hamilton By-Laws and The Occupational Health and Safety Act.

Authorize payment for outside trades and suppliers in the maintenance of food service equipment and the delivery of goods and services.

Prepare, issue and evaluate specifications for tenders for goods and services, to maximize return and improve efficiencies related sport food operations and vending.

Establish, monitor and implement fiscal control systems, inventory control, quality assurance measures and competitive purchasing programs for efficient operation and maximum returns.

Responsible for business planning, marketing and promotion of food services within Recreation facilities.

Monitor, review, assess and liaise with contracted food service suppliers to ensure contract compliance.

Perform other duties as assigned, which are directly related to the normal functions of the job as defined.

QUALIFICATIONS

1. College Diploma in Food Services or Hospitality Industry Services with previous food service experience related to duties listed above or an equivalent combination of education and relevant experience.

2. Minimum five years' experience in a demonstrated Food Services Supervisory role.
3. Demonstrated knowledge of automated inventory systems, costing systems, fiscal control, money handling procedures and accountability.
4. Progressive experience in the golf course, food services and sport related special events.
5. Demonstrated ability to effectively oversee a large multi-disciplinary staff in a result-oriented environment.
6. Must possess thorough knowledge of the current suite of Microsoft productivity tools, LEGEND and other applicable golf software.
7. Excellent leadership, communication, presentation and interpersonal skills in order to co-ordinate, supervise, train and support staff, contracts and contracted partners.
8. Proficiency in the delivery of efficient and effective food service operations especially in large scale sport special events.
9. Demonstrated experience managing a budget.
10. Understanding of Occupational Health & Safety Act, Health Protection and Promotion Act, Provincial Food Premises Regulations, City By-Laws, Ontario Fire Marshall's Regulations, Liquor Licence Laws, Server Intervention Programs.
11. Must possess a valid Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
