

INSPIRATION MINISTRIES

JOB ADVERTISEMENT –

Food Services Supervisor

DATE: July 9, 2026

Full-Time – 1st and 2nd shift .8 FTE

Looking for a one-of-a-kind opportunity? We are looking for a passionate, energetic, and engaging professional who wants to make an impact on people's lives.

To learn more about the impact that Inspiration Ministries is having in the lives of people with disabilities, watch Maddy's story here:

<https://vimeo.com/user124704206/review/938398361/fbf29709e3>

Intrigued about this opportunity? **Apply today!**

Why Work for Us?

- Excellent, competitive pay
- Enjoy coming to work every day knowing you have made a difference in the lives of people with disabilities.
- Be part of a mission, not just a job! Check us out online – www.inspirationministries.org

•

Primary Purpose:

The Food Service Supervisor handles the overall management and coordination of food services for Inspiration Ministries kitchen (back of the house). The Food Service Supervisor orders supplies and ingredients, monitors food safety and sanitation standards, prepares and serves nutritious meals, and creates a safe and positive work environment. The Food Service Supervisor trains, manages, and supervises kitchen staff, and ensures the highest possible resident satisfaction. This position may assist with developing menus. The Food Services Supervisor collaborates closely with the Dining Services Supervisor to ensure a coordinated and efficient operation of the department. The successful candidate must have excellent organization and communication skills as well as the ability to handle multiple tasks with accuracy and efficiency.

Major Responsibilities:

- Maintains high cleanliness/sanitation standards, maintains an orderly and efficient kitchen, and supervises and participates in the cleaning and sanitizing daily.
- Supervises that workers are trained in food preparation and that all food and beverage items are prepared according to recipes and specifications. Supervises that food is served following special dietary requirements of residents.

- Responsible for weekly, monthly, and/or quarterly ordering and inventorying of all food and supplies as needed to ensure resources are maximized within the budget.
- Monitors inventory levels and ensures the kitchen is always properly stocked. Conducts monthly inventory counts.
- Ensures that all equipment in the dining room and kitchen is in safe, working condition
- Routinely interacts with residents, staff and visitors in a professional and kind way, conducts daily dining room rounds to ensure resident satisfaction.
- Provides new employee and annual continuing education training for food services staff in the areas of food preparation, safety, sanitation, and food preparation techniques.
- Ensures food service workers are trained and maintain high customer service standards.
- Trains and supervises kitchen staff in the safe and proper use of kitchen equipment.
- Manages all day-to-day aspects of kitchen staff including, but not limited to daily staffing and coverage, training, coaching, goal setting, and evaluating performance.
- Assesses and manages daily kitchen staffing levels, while adhering to budgetary requirements.
- Processes and approves kitchen staff PTO requests. Assumes notification of kitchen staff absences and arranges for adequate coverage as needed.
- Assists Chief Clinical Officer with processing and approving kitchen staff payroll as needed.
- Monitors quality assurance including food temperature checks, equipment temperature logs, checklists, and other quality measures.
- Ensures work orders are completed as needed.
- Ensures appropriate kitchen policies are in place and updated as needed to high quality kitchen operations.
- Monitors and maintains high standards for food storage areas, food safety, food handling, kitchen, and dining room and ensures that kitchen staff adheres to all health, safety, and food service regulations, per DHS 83. Ensures conformance with all ServSafe standards. Assists with monitoring for regulatory

Education and Experience

Years of Experience 3+ years of experience in food service role, 1+ years of supervisory experience.

Work Experience · Knowledge of food safety and sanitation regulations and standards. · Excellent organizational and communication skills. · Able to multitask and handle multiple projects simultaneously. · Strong leadership and coaching skills. · Proficient in Microsoft Office applications.

Education High School Diploma or GED Required, Degree or Certification in Food Service Management or related field preferred, Culinary or Food Service Training or commensurate work experience required.

Certifications · ServSafe certification current or within 3 months of hire required · Ability to lift to 50 lbs. Ability to work flexible hours for coverage or special events