

Culinary Supervisor

UF4148

Job Overview:

The Culinary Supervisor provides hands-on supervision of daily food production and kitchen operations to ensure consistency, quality, and compliance with culinary, food safety, and sanitation standards. This position serves as the primary working supervisor above Senior Cooks and supports Sous Chefs and Executive Chefs in executing production plans and service requirements.

This role coordinates culinary staff, monitors production schedules, enforces standardized recipes and portion controls, and maintains safe and efficient kitchen operations. The Culinary Supervisor actively participates in food preparation while directing workflow and reinforcing operational standards. Responsibilities may vary by account based on kitchen structure, service model, and event volume.

General Responsibilities:

- Provide on-shift supervision of kitchen and food production operations.
- Lead, assign, and support cooks and prep staff in daily production and event execution.
- Ensure menu items are prepared according to standardized recipes, portion controls, and presentation standards.
- Coordinate station setup, production flow, and service timing across assigned kitchen areas.
- Participate directly in food preparation and cooking as a working supervisor.
- Verify food quality through inspection, tasting, and presentation checks.
- Monitor production levels and adjust workflow to meet service demands.
- Ensure proper labeling, dating, storage, and rotation of all food items.
- Maintain par levels and communicate product or supply needs to culinary leadership.
- Enforce food safety, sanitation, HACCP, and workplace safety standards.
- Monitor temperature logs and holding conditions for food safety compliance.
- Ensure proper use, cleaning, and maintenance of kitchen equipment and work areas.
- Support onboarding and on-the-job training of culinary team members.
- Promote teamwork and effective communication between culinary, stewarding, and service teams.
- Assist with waste control, yield management, and product utilization.
- Address production or staffing issues and escalate concerns to Sous Chef or Executive Chef as needed.

- Attend required training, safety meetings, and pre-event briefings.
- Ensure accidents, injuries, equipment issues, or unsafe conditions are reported promptly.
- Perform additional duties and responsibilities as assigned.

Job Qualifications

Experience/Knowledge:

- High School diploma, GED, or equivalent experience preferred.
- Minimum of 2–4 years of culinary experience required.
- Prior lead cook or kitchen leadership experience preferred.
- Experience in high-volume, multi-outlet, or event-based culinary operations preferred.
- Working knowledge of batch cooking and just-in-time production methods preferred.
- Ability to read and execute production sheets, prep lists, and event orders.

Skills/Aptitude:

- Strong hands-on culinary and food production skills.
- Ability to lead and direct kitchen staff during active production and service.
- Strong organizational and time management skills.
- Ability to maintain quality and consistency under time pressure.
- Strong attention to detail in food quality, safety, and presentation.
- Ability to communicate clearly with culinary staff and leadership.
- Ability to follow and enforce operational and safety procedures consistently.

License/Qualifications

Certifications

- Food handler or food safety certification required where applicable.
- ServSafe Manager or equivalent certification required where applicable.

General Qualifications:

- Willingness to learn, grow, and take on increasing responsibility.
- Maturity of judgment and professional kitchen conduct.
- Maintains high standards for cleanliness, organization, and food quality.
- Reliable attendance and punctuality in accordance with Sodexo policies and business needs.
- Ability to work a flexible schedule, including nights, weekends, holidays, and extended event hours.
- Must comply with all dress code, uniform, and safety requirements.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus, with or without corrective lenses.
- Ability to move throughout event spaces.
- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may often exceed 8 hours.
- Ability to reach, bend, stoop, push, and pull, and frequently lift and move up to 35 pounds; occasionally lift and move up to 50 pounds.
- Ability to use hands and arms to handle, feel, and reach.
- Ability to perform repetitive motions.
- Ability to smell and taste.

Working Conditions (may add additional conditions specific to defined work location):

- Primarily works in indoor event environments with controlled temperatures.
- May participate in outdoor events and be exposed to heat or cold during such activities.
- May be exposed to temperature variations through use of equipment such as walk-in coolers and refrigerators.
- Noise level is usually moderate to loud.
- Wears protective clothing and/or Personal Protective Equipment as required by the work environment or governmental regulations.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
Manager _____ **Date** _____