

Steward Supervisor

UF4142

Job Overview:

The Steward Supervisor oversees stewarding operations to ensure a clean, safe, and organized back-of-house environment that supports food service across the unit. This role provides direct supervision to stewarding staff and ensures compliance with sanitation, safety, and operational standards. The Steward Supervisor is responsible for maintaining readiness of kitchens, service areas, and support spaces to meet daily operations and event-driven demands.

The Steward Supervisor supports multiple lines of business, including restaurants, banquets, concessions, premium services, and catering operations, and works closely with culinary and operations leadership to maintain consistent standards of cleanliness, organization, and workflow efficiency.

General Responsibilities:

- Oversee stewarding operations, including sanitation, warewashing, equipment care, waste management, and back-of-house organization.
- Supervise stewarding staff and assign work based on operational priorities and service volume.
- Ensure kitchens, dish rooms, storage areas, corridors, and service spaces meet cleanliness and safety standards.
- Monitor and maintain proper sanitation practices in accordance with Health Department, HACCP (Hazard Analysis Critical Control Point), and company standards.
- Ensure proper use, storage, and labeling of cleaning chemicals and supplies.
- Conduct pre-shift briefings to review assignments, safety expectations, and sanitation priorities.
- Support opening and closing sanitation procedures for food service areas.
- Coordinate with culinary, banquet, and operations teams to support service flow and event readiness.
- Monitor stewarding equipment and report maintenance or repair needs.
- Reinforce proper uniform and grooming standards, and use of required Personal Protective Equipment (PPE).
- Support training and onboarding of stewarding staff on sanitation procedures and safe work practices.
- Ensure proper handling of waste, recycling, and grease in accordance with policy.
- Identify sanitation risks and implement corrective actions as needed.
- Report accidents, injuries, or unsafe conditions promptly.

- Attend required training, safety meetings, and compliance briefings.
- Perform additional duties as assigned.

Job Qualifications

Experience/Knowledge:

- High School diploma, GED, or equivalent experience required.
- Minimum of 2–4 years of experience in stewarding, sanitation, or back-of-house food service operations required.
- Prior supervisory or lead experience preferred.
- Working knowledge of sanitation standards, chemical handling, and warewashing systems.

Skills/Aptitude:

- Strong leadership and team coordination skills.
- Strong attention to detail related to cleanliness, safety, and compliance.
- Ability to manage multiple sanitation priorities in fast-paced environments.
- Effective communication skills with stewarding staff, culinary teams, and management.
- Ability to follow and enforce sanitation and safety procedures consistently.
- Ability to identify and resolve workflow and sanitation issues.

License/Qualifications

Certifications

- None.

General Qualifications:

- Willingness to learn, grow, and take on increasing responsibility.
- Maturity of judgment and professional demeanor.
- Maintains high standards for cleanliness, organization, and accountability.
- Reliable attendance and punctuality in accordance with Sodexo policies and unit schedules.
- Ability to work a flexible schedule, including nights, weekends, holidays, and extended hours.
- Must comply with all dress code, safety, and PPE requirements.

Physical Requirements:

- 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 frequently lift, carry, push, and pull equipment and supplies.

- Ability to frequently lift and move up to 35 pounds and occasionally lift and move up to 40 pounds.
- Ability to reach, bend, stoop, and perform repetitive motions.

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

- Works primarily in kitchen and stewarding areas.
- Exposure to wet floors, cleaning chemicals, heat, steam, and kitchen equipment.
- Moderate to loud noise levels during peak operations.
- Requires consistent use of Personal Protective Equipment (PPE).

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 _____