

POSITION TITLE: Clubs System Supervisor (North Camp)

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REPORTS TO: Food Services Supervisor, North Camp

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DIRECTLY SUPERVISES: 7 Clubs System Workers

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SUMMARY STATEMENT: Under limited direction, the incumbent is responsible for: (1) Directing and supervising activities of the MFO Club System including Egyptian National staff operating within the Clubs System at North and South Camps. (2) Supervising the preparation, production and serving of meals and ensures that a high standard of hygiene and sanitation are maintained by staff and within the Clubs System or dining facility to which he/she is assigned.

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DUTIES & RESPONSIBILITIES: Incumbent shall perform the following duties and responsibilities in accordance with the requirements and performance specifications of the current Contract:

**As Required When Assigned to Clubs System Duties**

- Plans, coordinates and supervises the activities of MFO Clubs System venues and operations.
- Liaises direct with President of Mess Committee, host officers and other club customer's as required.
- Coordinates Class I requirements with MFO Class I & III Supervisor, ensuring the timely ordering of stock and the appropriate record keeping, storage, inventory control and useage of same.
- Coordinates, orders and monitors Clubs System bar stock requirements, placing orders on FX and ensuring the appropriate storage, inventory control and useage of same.
- Coordinates all other material and equipment requirements through the appropriate channels.
- Responsible for the issue, receipt and control of cash, tokens, receipts, sales invoices and other financial instruments as required, coordinating all financial matters with HNSI Finance Chief.
- Provides monthly, spotcheck and other food and bar stock inventory and cash reports as required.
- Responsible for all Clubs System function bookings and coordination as required.
- Prepares work schedules, signs timesheets and conducts performance appraisals on Egyptian National personnel.

**For assigned duties/work in the Dining Facility (when required)**

- Supervises the preparation, production and serving of meals within the Dining Facility or Clubs System facility (as appropriate), ensuring that recipe and menu requirements are met.
- Routinely inspects all activities within the assigned Dining Facility during the assigned shift to ensure high standards of personal and procedural hygiene, sanitation, safety, physical security and compliance with approved food preparation methods and techniques.

## Clubs System Supervisor

- As required, supervises the issue, receipt, storage and control of food inventory, including random checking of issues to Remote Sites, receipts from Class I/Local Vendors during assigned shift.
- Ensures completion of Shift Supervisor's Check List.
- Monitors serving lines to ensure food items are correctly presented, served and replaced as required.

### **General**

- Ensures leftover food items are handled, stored and disposed of correctly.
- Assigns tasks to Egyptian National shift personnel.
- Ensures that all safety instructions are complied with and that all tools, machinery and equipment are correctly maintained and used and that safety gear is worn as appropriate.
- Trains and directs Egyptian National staff in applicable areas of performance in accordance with Generally Accepted Industry and Professional Standards and the On-Job-Training Program.
- Will work irregular hours/shifts as necessary to meet work requirements.
- Performs in Force Majeure situations in any capacity when designated by HNSI/MFO.
- Performs emergency/stand-by duties as required.
- Performs other duties as required.

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EDUCATION: Graduate of a recognized Hotel & Catering Institute or equivalent military training school.

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SPECIAL REQUIREMENTS – SAP: None

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PHYSICAL DEMANDS: Moderately demanding – considerable walking, standing and movement required (up to 4 hours per day) with occasional requirement to lift (light to moderate) loads.

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DRIVER'S LICENSE: Must maintain a valid driver's license and obtain and maintain an equivalent MFO driver's license.

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EXPERIENCE: Minimum five years experience in institutional catering with at least two years experience in a supervisory capacity. Must have a broad range of culinary skills. Experience within a military and/or multinational environment an advantage.