

POSITION TITLE: Dining Hall Floor Foreman (NC & SC)

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REPORTS TO: Food Services Supervisor

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DIRECTLY SUPERVISES: 5 Egyptian Nationals in Food Services, North Camp  
5 Egyptian Nationals in Food Services & Clubs System, South Camp

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SUMMARY STATEMENT: Under general supervision, the incumbent is responsible for supervising of the preparation, production and serving of meals and ensures that a high standard of hygiene and sanitation are maintained by staff and within the dining facility.

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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:

- Supervises the preparation, production and serving of meals within the Dining Facility 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.
  - 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.
  - 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 related duties as required.
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EDUCATION: Graduate of a recognized Hotel & Catering Institute or equivalent military training school.

**SPECIAL REQUIREMENTS – SAP:** North Camp: Position requires knowledge of the integrated nature of SAP, or selected management reports, and of function in different modules. There may be a need to extract information for decision making and to frame requests for information to specialists. Incumbent must achieve this level. South Camp: Position requires detailed knowledge of specific SAP screens, an understanding of computer basics, and the ability to articulate faults to immediate supervisor. Incumbent must achieve this level.

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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. South Camp: Incumbent must be able to obtain and maintain an MFO driver’s license for forklift operations.

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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.