

# LITTLE EDEN SOCIETY JOB DESCRIPTION KITCHEN SUPERVISOR

Caring for the Whole Person – Body, Mind and Spirit

## 1. JOB IDENTIFICATION

<b>Job Title</b>	Kitchen Supervisor
<b>Department</b>	Food Services / Care & Nutrition
<b>Reporting To</b>	Operations Manager
<b>Locations Covered</b>	DDHH (Edenvale) and ERV (Bapsfontein)
<b>Number of Kitchens</b>	Two (2)
<b>Employment Type</b>	Full-Time / Permanent
<b>Classification</b>	Non-Profit Sector – Essential Services
<b>Approved By</b>	
<b>Date</b>	
<b>Review Date</b>	Annually

## 2. PURPOSE OF THE POSITION

The Kitchen Supervisor is responsible for the safe, hygienic, and nutritionally compliant operation of two kitchen facilities at LITTLE EDEN Society, serving over 300 residents with intellectual disability. The incumbent ensures full compliance with the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 (as amended), all applicable Department of Health (DoH) regulations and norms, and the dietician-prescribed menu. The role serves as the primary food safety accountability point and the operational link between the registered dietician and kitchen staff at both sites.

## 3. KEY RESULT AREAS & OUTCOMES

### 3.1 Regulatory & Legislative Compliance

The Kitchen Supervisor ensures that both kitchens operate in full compliance with all relevant legislation and regulations at all times.

- Maintain and demonstrate compliance with the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972, including Regulations R638 (Hygiene Requirements for Food Premises) and all related notices.
- Ensure adherence to the National Health Act 61 of 2003 and all Department of Health (DoH) norms and standards applicable to residential care facilities.
- Implement and monitor the HACCP (Hazard Analysis and Critical Control Points) system in both kitchens, maintaining documented records of all CCP monitoring.
- Ensure all food handlers hold valid Food Handler Certificates and that certificates are renewed as required.
- Cooperate fully with DoH Environmental Health Inspectors; facilitate inspection visits and ensure any findings are remediated within prescribed timeframes.
- Maintain an up-to-date legislative register of all applicable food safety and health regulations.

### **3.2 Dietician Menu Compliance & Audit**

The Kitchen Supervisor is the operational custodian of the dietician-approved menu and is responsible for ensuring it is executed accurately and evidenced for audit purposes.

- Receive, implement, and strictly follow the menu provided by the registered dietician without unauthorised substitution or modification.
- Ensure any menu changes are pre-approved in writing by the Dietician and documented before implementation.
- Maintain a daily menu compliance register recording actual meals served against the prescribed menu at both kitchens.
- Monitor the food serving processes (eg. food needs to be covered when transported).
- Conduct and document portion-size verification in line with Dietician portion specifications for each resident category.
- Monitor and record food intake observations for residents identified as nutritionally at risk, and escalate concerns promptly to the Matron.
- Maintain all audit evidence including menu plans, food delivery records, substitution approvals, and temperature logs in an organised, accessible format.
- Prepare both kitchens for Dietician audit visits and DoH inspections, ensuring documentation is current and available.

### **3.3 Food Safety Management**

The Kitchen Supervisor maintains a proactive food safety culture across both kitchens, preventing foodborne illness and protecting the health of vulnerable residents.

- Implement and enforce personal hygiene standards for all kitchen staff, including handwashing protocols, uniform and PPE requirements.

- Monitor and record cooking temperatures, serving temperatures, chilling and reheating temperatures using calibrated thermometers, maintaining temperature logs per session.
- Manage food storage in accordance with first-in-first-out (FIFO) principles; monitor and record refrigeration and freezer temperatures daily.
- Conduct and document receiving inspections for all food deliveries, rejecting non-conforming goods and recording rejections.
- Maintain pest control records and liaise with the contracted pest control service provider; escalate any pest sightings immediately.
- Ensure all cleaning and sanitation activities are carried out as per the cleaning schedule; complete and retain cleaning checklists daily.
- Manage the disposal of food waste in compliance with environmental health requirements.
- Investigate and document any food safety incidents or complaints; implement corrective actions and report to management.

### **3.4 Kitchen Operations Management (Two Sites)**

The Kitchen Supervisor plans and coordinates operations across both kitchen sites to ensure consistent service delivery and operational efficiency.

- Plan and coordinate daily meal production schedules across DDHH and ERV kitchens to ensure meals are served on time and at correct temperatures.
- Manage procurement of food supplies in accordance with approved supplier lists, budgets, and the dietician-prescribed menu requirements.
- Monitor and manage food stock levels; conduct and record regular stock takes and reconcile against deliveries and usage.
- Ensure kitchen equipment is maintained in good working order; report equipment faults promptly and follow up on repairs through the Maintenance Department.
- Manage and coordinate kitchen operations during the supervisor's absence at one site to ensure continuity of service.
- Plan for special dietary requirements, including therapeutic diets, texture-modified diets, and religious or cultural dietary needs, as directed by the Dietician.

### **3.5 Staff Supervision & Development**

The Kitchen Supervisor leads, supervises, and develops kitchen staff at both sites to ensure competence, performance, and a culture of food safety.

- Supervise, mentor, and manage all kitchen staff at DDHH and ERV, including cooks, kitchen assistants, and related support staff.

- Develop and maintain a skills matrix for kitchen staff; identify training needs and coordinate food safety and hygiene training.
- Conduct performance reviews in accordance with LITTLE EDEN's performance management framework; address poor performance through appropriate processes.
- Develop and update standard operating procedures (SOPs) for all key kitchen functions.
- Ensure all new kitchen staff receive an adequate induction covering food safety, hygiene standards, menu requirements, and HACCP procedures.
- Manage staff leave, rostering, and shift planning to ensure adequate kitchen coverage at all times.

### 3.6 Reporting, Documentation & Audit Readiness

The Kitchen Supervisor maintains complete, accurate, and audit-ready documentation at all times.

- Compile and submit a monthly kitchen compliance report to the Operations Manager covering food safety, menu compliance, incidents, and staff training.
- Maintain a master file of all kitchen documentation including HACCP records, temperature logs, cleaning schedules, delivery records, and menu compliance registers.
- Ensure documentation is retained for the required legislative period and is accessible for DoH and internal audits.
- Participate in and support internal and external audits; implement audit action plans within agreed timeframes.
- Maintain all required statutory registers and records as required by the Foodstuffs, Cosmetics and Disinfectants Act and DoH regulations.

## 4. KEY PERFORMANCE INDICATORS (KPIs)

Key Performance Indicator	Measurement Method	Target / Standard
Menu compliance rate	Daily compliance register	100% adherence to dietician menu
DoH / HACCP audit score	Inspection reports	No major / repeat non-conformances
Temperature log completion	Log audit	100% completion rate per session

Food handler certificate currency	Certificate register	100% of staff certified at all times
Cleaning schedule completion	Checklist audit	100% per day
Nutritional at-risk incident escalation	Escalation log vs nursing records	100% escalated within 24 hours
Monthly compliance report submission	Submission date vs deadline	By 5th of each month
Stock take accuracy	Stock take vs system reconciliation	Variance <2%
Staff performance reviews completed	HR records	100% on schedule annually
DoH corrective action closure	Inspection register	100% within prescribed timeframe

**5. MINIMUM QUALIFICATIONS & REQUIREMENTS**

<b>Qualification</b>	Grade 12 (Matric). Formal qualification in Food Service Management, Hospitality, or equivalent is strongly preferred.
<b>Food Safety</b>	Valid HACCP qualification or certificate. Valid Food Handler / Hygiene Management certificate.
<b>Experience</b>	Minimum 3 years' supervisory experience in a commercial or institutional kitchen environment. Experience in a healthcare, care facility, or vulnerable population setting is advantageous.
<b>Knowledge</b>	Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 and Regulations R638. HACCP principles. Department of Health norms and standards for residential care. Special dietary and therapeutic nutrition concepts.
<b>Computer Literacy</b>	Proficient in MS Word, Excel, and email for report writing, log maintenance, and correspondence.

<b>Driver's Licence</b>	Valid South African Code 08 driver's licence required (travel between two sites – Edenvale and Bapsfontein).
<b>Language</b>	Good written and spoken English.

## 6. COMPETENCIES & ATTRIBUTES

<b>Core Competencies</b>	<b>Personal Attributes</b>
Food safety and hygiene management	High integrity and accountability
Regulatory compliance and record-keeping	Compassion for residents with disabilities
Menu interpretation and production planning	Meticulous attention to detail
People supervision and coaching	Proactive problem solving
Budget and stock management	Ability to work under pressure across two sites
Report writing and documentation	Commitment to the Christian ethos and values of Little Eden

## 7. KEY WORKING RELATIONSHIPS

<b>Relationship</b>	<b>Nature of Interaction</b>
<b>Registered Dietician</b>	Receive and implement prescribed menu; report non-compliance; obtain written approval for any menu change.
<b>Operations Manager / CEO</b>	Direct reporting line; monthly compliance reporting; escalation of food safety incidents.
<b>Nursing Manager</b>	Escalation of nutritional concerns and at-risk resident observations; coordination of therapeutic diet requirements.
<b>HR &amp; SHE Manager</b>	Staff management, disciplinary processes, health & safety compliance, incident reporting.
<b>Maintenance Department</b>	Reporting and follow-up of kitchen equipment faults and infrastructure issues.
<b>DoH Inspectors</b>	Facilitate regulatory inspections; receive and respond to inspection findings.

<b>Approved Suppliers</b>	Procurement of food supplies; receiving inspections; supplier non-conformance reporting.
<b>Kitchen Staff (both sites)</b>	Direct supervision, training, performance management, and daily task delegation.

### 8. WORKING CONDITIONS

The Kitchen Supervisor works across two geographically separate kitchen sites (DDHH, Edenvale and ERV, Bapsfontein) and is required to travel between sites regularly. The role involves working in a kitchen environment, with exposure to heat, moisture, and noise. The position may require presence outside of standard working hours during special events, audit preparations, or operational emergencies. As a position serving a vulnerable population, the incumbent is required to demonstrate sensitivity, confidentiality, and adherence to Little Eden Society's Christian ethos at all times.

Interested candidates must send a motivation letter highlighting your suitability to this role and an updated CV with contact details of three work-related referees to MaraisButton & Associates.

**Email:** [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

**Closing date:** 26 February

**Contact will only be made with shortlisted candidates.**