

**Post Name: Food Service Aid Supervisor x2**

**District: Provincial Office – Kimberley**

**Service Point: Substance Abuse Treatment Centre**

**Reference: FSAS/SATCENTRE/2018/18**

**Salary per Annum: R 127 851.00 per annum**

**Job Purpose**

* **To render assistance with food preparation and serving. Supervise food service personnel.**

**Requirements and competencies**

* Grade 12 with 4 years’ experience in a food service environment.
* Good verbal, writing and communication skills.
* Have basic numeric skills.
* Problem solving skills.
* Must have the ability to work under pressure and have supervisory skills.
* Must have relevant food preparation skills and knowledge of different cooking methods.
* Knowledge of therapeutic diets and menu development will be an added advantage.
* The ability to work in a team
* Knowledge of occupational health and safety

**Major Job Functions**

* Plan organize, develop and directing operation of kitchen area and staff
* Supervision of food service personnel and their activities.
* Responsible for receiving, storage, issuing and control of stock and assist with cost measures.
* Establish and enforce nutritional standards based on accepted industry standards
* Read menus and recipes and supervise the production, portion and distribution of meals.
* Do ward rounds and complete ward round checklists.
* Assist with plate waste studies.
* Ensure cleanliness, safety and hygiene of areas in the unit.
* Ensure Kitchen equipment, utensils and crockery are accounted for at all time
* Arrange for equipment maintenance and repairs
* Coordinate activities such as waste removal and pest control
* Perform administrative activities and other delegated responsibilities
* Responsible for safekeeping and reporting of faulty equipment immediately.
* Attend relevant scheduled meetings.
* Assist in patient related measures and further the interest of the Centre by reporting and communicating any relevant information which would be beneficial to service users and services at the Centre

**Enquiries: Ms M Fani, Tel. (053) 874 9100**

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It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. **Applications must be submitted on form Z83**, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s licence [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). **No faxed or emailed applications will be considered.** **Failure to submit all the requested documents will result in the application not being considered**. **Correspondence will be limited to short listed candidates only.** If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probationary period of twelve (12) months, should such a need be identified. **The Department reserves the right not to make appointment(s) to the advertised post(s).**

**All applications, quoting the relevant reference number, must be directed to:**

**Postal Service: Hand delivery to Registry:**

**Registry Latlhi Mabilo Complex**

**Department of Social Development Barkley Road**

**Private Bag X5042 Homestead**

**Kimberley Kimberley**

**8300 8301**

**Attention: Ms.R. Leburu**

Publication Date: 16 February 2018

Closing date: 28 February 2018