



<p><b><u>JOB DESCRIPTION</u></b>  <b>CONTRACTUAL POSITION</b></p>	
<p><b>JOB TITLE:</b> Food Service Officer</p>	
<p><b>JOB SUMMARY:</b></p> <p>To ensure that meals are prepared, distributed and consumed in accordance with acceptable sanitation and nutritional standards by providing on-the-spot inspection and evaluation service at the kitchens and schools.</p>	
<p><b>REPORTS TO:</b></p>	<p>Nutrition Officer</p>
<p><b>SUPERVISION GIVEN TO:</b></p>	
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Checks meals for colour, presentation, proper temperature and balance of food combination, to ensure that nutritional standards are maintained.</li> <li>• Monitors for the acceptability of nutritional and hygienic standards.</li> <li>• Visits school to establish and maintain good working relations with Teachers, Principals and Students.</li> <li>• Monitors the serving portions of the different age group.</li> <li>• Prepares reports on preparation, distribution and consumption of meals as required.</li> <li>• Monitors the school meal services, identify and resolve related problems.</li> <li>• Monitors meal preparation at the kitchen.</li> <li>• Ensures that serving staff are utilizing appropriate cleaning materials and equipment.</li> <li>• Gives advice, guidance and direction where necessary.</li> <li>• Performs other related duties as required.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p>	
<p><b>KNOWLEDGE:</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of food industry</li> <li>• Knowledge of basic first aid</li> <li>• Knowledge of catering equipment and utensils</li> <li>• Knowledge of hygiene and sanitation</li> <li>• Knowledge of geography of Tobago</li> </ul>
<p><b>SKILLS AND ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively both verbally and in writing</li> <li>• Ability to supervise the Caterers, and distributors of meals and other support employees.</li> </ul>



**MINIMUM EXPERIENCE AND TRAINING:**

- Persons employed in this capacity should hold a Diploma in the Management of Food Service from a recognized Institution or have evidence of equivalent qualification and experience. Additionally, the person should have on the job training in food service.

**Special Requirements:**

- Holder of Food Handlers Certificate
- Holder of a valid Driver's Permit