



www.fsp98.com

Richmond – Job Positions

POSITION	AREA	DESCRIPTION
Manager	All Production	Responsible for overseeing production work from prep through plating ensuring that all meals are produced according to customer orders and company standards for quality and accuracy. Ensures that all policies and procedures are understood and followed relating to food safety; and that company expectations, policies and procedures are effectively communicated, understood, and consistently adhered by all employees. Assumes responsibility for all production matters in the absence of the Production Manager. Responsible for complete set of compliance documentation for HACCP and protocols of food safety.
Supervisor	All Production	Oversees production and assembly workers to ensure all policies, guidelines and meal specifications are followed. Assist management in maintaining consistent quality in food production, assembly and delivery. Assist management with all training and employee communications. Responsible for compliance documentation for HACCP and protocols of food safety.
Cook	Hot Food	Responsible for daily production of hot food items in a high quality, safe and efficient manner. Must ensure that food is prepared and cooked to customer specifications, standards and recipes; and that HACCP standards and customer and FoodService Partners guidelines are followed. Responsible for all food safety documentation and procedures controls.
Cold Production	Cold Food	Responsible for preparation, assembly and set-up of cold food items in a safe and efficient manner. Must ensure that Company rules and procedures, food safety protocols, customer specifications and recipes are followed, all state, federal and local regulations are followed and all HACCP standards are strictly met.
Store Room	Warehouse	Receive, store and issue all food and disposables for FoodService Partners. Ensure that all Company policies and procedures are strictly followed. Adhere to FSMA, FDA, USDA and HACCP standards to ensure all food is received and stored at proper temperatures and complete documentation.
Porter	Dish Room	Ensure daily food equipment is washed, cleaned and sanitized according to Company policy, procedure and food safety regulations. Ensure all building and equipment sanitation is maintained.

