
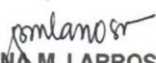


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM)  Food Service Supervisor I	
2. ITEM NO.: VISCAB-POSS 1-1-1998		3. SALARY GRADE :	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU, Baybay City, Leyte	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
		VSU, Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P	ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Manager, GH/Pavilion		Director, IGP	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
Guesthouse Caretaker, Guesthouse Attendant, Adm. Aide 1, Chefs, Cook, Asst. Cooks, Food servers/attendants			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, Printer, stapler, scissors, calculator, etc.			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	( X )	( )	General Public
Non Supervisors	( X )	( x )	Other Agencies
Staff	( X )	( x )	Others (Please specify:
			( )
			( )
			( )
18. WORKING CONDITION			
Office Work	( x )	Other/s (Please Specify)	
Field Work	( )		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Income Generating Project of the university.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Support services to the project/university.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 4 years studies in college	8 years of relevant experience	16 hours of relevant training	CS (Professional)2nd Level

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office	2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, work well in a team to achieve results	2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behavior and style appropriately in dealing with change.	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Administrative Service Management	1
2. Documents and Records Management	1
3. Process Improvement	2
4. Monitoring and Evaluation	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
25% 1. Assists the Manager in making plans and implementing said plans for effective and profitable operation of Pavilion Cafeteria & Catering.	2
10% 2. Supervises Guesthouse & Pavilion personnel in food preparation & table services.	2
10% 3. Supervises food preparation/production and distribution of food and over all presentation of food.	2
10% 4. Supervises work area equipment cleaning & maintenance and ensures adherence to all safety procedures pertaining to work methods, equipment operation & fire safety.	2
10% 5. Inspects kitchen dining areas and kitchen utensils and equipment to ensure sanitation standards are met.	2
5% 6. Prepares and submit billing/vouchers for food to all concerned Department/Office/Center.	2
5% 7. Receives reservation for meals/snacks for University guests and visitors including Pavilion catering services.	2
10% 8. Receives and issues receipts for payments of meals and Pavilion cafeteria daily sales and turn over to the Manager for deposit.	2
5% 9. Prepares monthly financial report, replenishment vouchers/payment for suppliers and other related documents of Guesthouse Pavilion operation.	2
5% 10. Finalizes market listing of needed supplies; checks and accounts receipts of purchase made by the buyer & make request for inspection.	2
5% 11. Performs other tasks that maybe assigned by the Manager & higher superior.	2
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 <b>ARRAH MAE C. GODOY</b> Employee's Name, Date and Signature	 <b>JOSEFINA M. LARROSA</b> Supervisor's Name, Date and Signature