

# DIETARY/FOOD SERVICES UNIT LEADER

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Reports to: \_\_\_\_\_

## Management Duties

Item	Completed by	Date completed on
Oversee kitchen management		
Notify staff if there will be an evacuation		
Ensure gas appliances are turned off before departure		
Contact dietary/food service staff who need to report to duty		
Supervise movement and separation of food stores to designated area(s)		
Supervise loading of food in the event of an evacuation		
Supervise closing of the kitchen		
Ensure preparation of food and water to be transported to the receiving facility		
Ensure disposable utensils, cups, straws, napkins are packed		
Ensure adequate food is available and packed for staff going to receiving facility		
Brief Commander as needed		