



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are **HIRING!**

FOOD SERVICE SUPERVISOR I BOKOD CAMPUS

FOR ONLINE APPLICATION PLEASE SCAN THE
QR CODE OR VISIT THE LINK BELOW FOR
FUTURE JOB OPPORTUNITIES

<https://bsu.edu.ph/job-opportunities/>

Application Period:

Apply Now!

Until February 23, 2026

Until 5 PM Only!





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FOOD SERVICE SUPERVISOR I

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 24,329/MONTH**

PLANTILLA ITEM NO.: BSUB-FOSS1-51-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Bachelor's Degree



EXPERIENCE:

None required



TRAINING:

None required



ELIGIBILITY:

Career Service Sub-
Professional / First
Level Eligibility



DUTIES AND RESPONSIBILITIES

90%

- Prepares strategic and operational plans for the School Canteen and Coffee Shop.
- Oversees the daily food production and service operations of the school canteen and coffee shop to ensure smooth workflow and compliance with quality, sanitation, and safety standards.
- Supervises staff, assigns responsibilities, reviews work performance, implements training and development plans, and ensures compliance with policies and procedures.
- Monitors supplies, materials, and inventory levels and ensures the timely procurement and replenishment of all required supplies and materials.
- Inspect and receive delivery of raw materials as per purchase order specifications.
- Monitors machinery and equipment to ensure facility operational safety and cleanliness.



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DUTIES AND RESPONSIBILITIES

- Maintains complete and accurate records of school canteen and coffee shop operations;
- Prepares necessary reports in accordance with accounting, auditing, and other regulatory standards;

10% • Performs other related functions as maybe assigned by the immediate supervisor or other proper authorities.



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CHECKLIST OF APPLICATION REQUIREMENTS

1. APPLICATION LETTER ADDRESSED TO THE UNIVERSITY PRESIDENT, KENNETH ALIP LARUAN(SPECIFYING THE POSITION APPLIED FOR AND ITS ITEM NUMBER IF APPLICABLE, AND DATE OF PUBLICATION)
2. FULLY ACCOMPLISHED PERSONAL DATA SHEET (PDS), INCLUDING THE WORK EXPERIENCE SHEET (CS FORM NO. 212 ATTACHMENT FORM) WITH RECENT PASSPORT-SIZED PICTURE WITH NAME AND SIGNATURE (CS FORM NO. 212, SERIES OF 2017) WHICH CAN BE DOWNLOADED AT WWW.CSC.GOV.PH
3. PHOTOCOPY OF OTR OR CERTIFICATION OF GRADES WITH THE TOTAL UNITS REQUIRED FOR THE DEGREE (BASIS IN THE DETERMINATION OF UNITS EARNED)
4. PHOTOCOPY OF EMPLOYMENT CERTIFICATE /SERVICE RECORD
5. PHOTOCOPY OF REQUIRED ELIGIBILITY OR PROFESSIONAL LICENSE
6. PHOTOCOPY OF TRAINING CERTIFICATES AFTER GRADUATION, WITHIN THE LAST FIVE (5) YEARS
7. CERTIFIED PHOTOCOPY OF PERFORMANCE EVALUATION RATING IN THE LAST RATING PERIOD (IF APPLICABLE)
8. PHOTOCOPY OF COMMENDATION OR AWARD CERTIFICATES

ADVISORY TO ALL APPLICANTS

KINDLY ARRANGE YOUR APPLICATION DOCUMENTS AS TO THE CHECKLIST LISTED

PLEASE PREPARE 1 SET OF PHOTOCOPIED APPLICATION DOCUMENTS

Please be advised that submitted/accepted documents with no/incomplete attachments of the required documents will not be considered for assessment. Only qualified applicants will be notified for interview.

The implementation of "NO DOCUMENTS, NO POINTS" policy is applied.

For information of all concerned.