



## JOB DESCRIPTION

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**JOB TITLE:** Food Services Supervisor

**JOB CODE:** 2090

**DEPARTMENT:** Varies

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Department Manager/Director

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### SUMMARY OF JOB PURPOSE

Prepares and supervises large quantity food preparation and serving according to standardized menus and recipes in an institutional, correction, residential, or non-residential setting; maintains an allotted budget, orders food, and performs food preparation instruction.

### ESSENTIAL FUNCTIONS

1. Plans menus and prepares recipes to ensure proper diets and nutritional content, including special dietary needs requiring low sodium, low calorie, low cholesterol, and/or other special diets prescribed by a physician.
2. Directly supervises and participates in the preparation of meals according to the daily menu and/or special events/training classes, including all prep work, serving and/or delivery of bulk or individual servings, and packaging of meals, as required; prioritizes work and assigns tasks to food service personnel/volunteers; reviews work and assures work quality, as well as the timely accomplishment of assigned duties and responsibilities; prepares work schedules.
3. Provides training to assigned food service personnel in the operation of kitchen equipment such as food choppers, meat grinders, peelers, steam cookers, ovens, and mixing machines; provides training in regards to safe food handling and food contamination protection as well as all applicable OSHA requirements; instructs and demonstrates methods of food preparation, portion control, cooking, and baking.
4. Inspects kitchen facilities including equipment, dining areas, eating utensils, and food storage areas for safety, sanitary conditions, and functionality; performs continuous monitoring of refrigeration temperatures and proper rotation of food and supply inventories.
5. Directs staff and participates in cleaning activities including dishwashers, defrosting and cleaning refrigerators, disassembling and cleaning stoves, ovens, and grills, and ensuring compliance with health codes and sanitation requirements.
6. Monitors cost control on a per plate basis by ordering appropriate quantities of food items and supplies in accordance with established policies and guidelines; ensures minimal food wastage through proper food preparation processes and utilizing leftovers as ingredients in other meals, as appropriate; maintains necessary reports and records for analysis and accounting purposes.
7. Prepares and submits orders for commodity foods including fresh, frozen, and canned food as well as sugar, flour, wrapping supplies, utensils, and cleaning supplies; periodically performs complete inventories of food and supplies and maintains appropriate supply levels.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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### Food Services Supervisor

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#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED) with three (3) years previous experience in the food service industry involved with the planning, preparation, and serving of regular and special meals, preferably in a large quantity food service facility.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively to juveniles and/or County employees; ability to establish and maintain effective working relationships with co-workers.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of materials, methods, and equipment used in institutional food preparation; sanitary methods and practices associated with food preparation; basic knowledge of governmental budgetary process and budgetary effect on the food preparation; ability to operate standard commercial cooking and cleaning equipment; ability to operate a variety of office machines and equipment including personal computers and general word processing and spreadsheet software.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record; ServSafe certification, as well as Correction Cook training for positions located in the correctional facilities.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb, balance and stoop, kneel, crouch, or crawl and must occasionally lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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