

FOOD SERVICE SUPERVISOR

KIND OF WORK

Highly responsible food service supervisory work in a state facility.

NATURE AND PURPOSE

An employee in this class is responsible for all phases of a food service program, including menu planning, procurement, budgeting, feeding and supervision of personnel.

The employee's responsibility includes the planning of nutritional diets within prescribed per capita cost limitations plus planning for physical plant facilities used in the food service department. In addition, this employee is responsible for the development and direction of appropriate vocational training programs for inmates.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Insures the maintenance of proper levels of health, sanitation and safety standards.

Supervises and directs the planning of menus, food preparation and culinary services for all elements of the institution.

Prepares budget estimates, requisitions, receives and distributes food supplies and equipment and maintains necessary records.

Plans and supervises the storage and preservation of foods for future use.

Advises in the requisitioning and purchasing of new plant and equipment or repair of existing equipment.

In a correctional institution, coordinates the needs of a vocational training program with those of the institution. Supervises the vocational instructors and maintains proper standards of training.

In a state college, supervises and observes students assigned to the food service as part of their food service management curriculum according to the provisions of an approved academic work-study program and cooperates with the academic staff in providing meaningful work assignments for students.

Establishes and supervises an employee training program.

Plans and supervises the catering of food for special conferences, luncheons or parties at a state college.

Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of modern principles and practices of large-scale food service management.

Extensive knowledge of nutritional values and fundamental dietary principles.

Extensive knowledge of health, sanitation and safety principles and practices involved in large scale food preparation.

Thorough knowledge of all laws and regulations relating to special controls relating to food products.

Considerable knowledge of modern methods, materials and equipment used in large-scale food preparation and service.

Considerable knowledge of food values and costs.

Ability to:

Ability to plan menus for a large-scale food service and direct quantity cooking with economy and efficiency.

Ability to judge food materials and to determine conformity to requirements.

Ability to maintain inventories on a current level and to estimate food requirements.

Ability to maintain effective working relationships with administrative personnel and subordinates.

Ability to plan and coordinate the work of a large number of students, inmates and employees engaged in the varied operations of the preparation and serving of food.

Ability to keep records, make reports, and speak and write effectively.

Est.: 4/25/67
Ckd.: 10/92

T.C.:
Former Title(s):