

FOOD SERVICE SUPERVISOR**Nature of Work**

Under general supervision, performs work at the full-performance level, planning and directing the preparation and service of food in a state facility. Supervises and assigns duties to cooks, butchers, food service workers and other positions assigned to the area. Schedules workers' shifts. May work under the supervision of a nutritionist. Performs related work as required.

Examples of Work

- Assigns work and schedules workers; participates in food preparation.
- Inspects kitchen and dining area to determine that sanitation standards are met.
- Coordinates the activities of preparation and service areas. Completes all related paperwork.
- Determines types and amounts of food to be prepared.
- Supervises the cleaning of kitchen equipment and utensils.
- Supervises the cleaning of preparation, service, and dining areas.
- Supervises the cooking and serving of food for adherence to health regulations.
- Orders foods and supplies and keeps accurate records of what is used.
- Oversees dining area and provides assistance to diners and/or workers.

Knowledge, Skills and Abilities

- Knowledge of the practices and procedures of food service.
- Knowledge of institutional food service management, such as food costs, amounts served, etc.
- Knowledge of modern methods, materials, equipment, and appliances used in large-scale food preparation and service.
- Knowledge of health and safety requirements as they pertain to food service area.
- Knowledge of basic arithmetic.
- Ability to instruct and supervise cooks and food service workers.
- Ability to direct quantity cooking with economy and efficiency.
- Ability to keep records and complete reports.

Minimum Qualifications

- TRAINING Ability to pass a written test at the eighth grade level.
- EXPERIENCE Three years of full-time or equivalent part-time paid experience in large-scale food preparation and service.
- SUBSTITUTION An Associate degree in Food Service Management Technology or a closely related field from an accredited college or university, business or vocational school may substitute for the required experience.

9778

FOOD SERVICE SUPERVISOR (CONT'D)

Minimum Qualifications (cont'd)

SPECIAL REQUIREMENT Applicant must furnish an approved food handler's certificate within seven (7) days after appointment.

Established: 7/16/92
Effective: 8/16/92