CLASS TITLE: **FOOD SERVICE SUPERVISOR**

Class Code: 02148200
Pay Grade: 14A
EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the supervision of an assigned food service staff in dining areas or cafeterias providing table, counter, booth or cafeteria line service; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general and specific instructions are received; work is reviewed for conformance to such instructions and for results obtained.

SUPERVISION EXERCISED: Trains, supervises, instructs and reviews the work of subordinates engaged in performing work in a food service program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the supervision of a food service program in dining areas or cafeterias providing table, counter, booth or cafeteria line service.

To be responsible for training, supervising and instructing employees in work routines and for making assignments to specific work schedules.

To supervise personnel engaged in setting tables, serving meals, reheating meals, cleaning and maintaining dining area or cafeteria equipment and facilities.

To be responsible for making frequent inspections to assure compliance with established State Sanitary Standards.

To assist a dietitian or other superior in the application of established standards for food preparation and service.

To assist a superior in the instruction of subordinates in the operation and maintenance of food service equipment.

To apply general and modified diets as established by a dietitian.

As required, to be responsible for food storage, handling and refrigeration.

To be responsible for food requisitioning and the keeping of food inventory records.

To prepare and submit reoccurring and special reports.

To attend dietary department and multi-discipline committee meetings, as required.

To be responsible for scheduling and assigning subordinates to specific work areas.

To assist dietitian in establishing and implementing selective and non-selective recurring menu programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods and practices of food service utilized in dining areas or cafeterias; a working knowledge of health hazards in food service and the necessary precautionary measures to avoid or eliminate such hazards; the ability to assist a dietitian or other superior in the application of established standards for food preparation and service; the ability to supervise, instruct and review the work of subordinates engaged in providing a food service program and in the use and care of food service implements and equipment; the ability to make inspections of food preparation and service areas to assure compliance with established sanitary standards;

the ability to prepare and submit reoccurring and special reports; the ability to deal with the public in a courteous and tactful manner; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of twelve school grades; and
Experience: Such as may have been gained through: employment in a food service program in the public or private sector.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

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