

Definition: This is food service work as a supervisor over a large-scale food serving area in an institutional food service operation.

An employee in this class is responsible for supervising food service work performed in multiple service areas; a cafeteria having multiple serving lines; or other areas of comparable scope and complexity. Work involves the supervision and training of food service workers and patient and student help involved in performing routine food preparation, food serving, and sanitation tasks. Work includes assigning, inspecting, and evaluating work; requisitioning food, supplies, and equipment; and preparing and maintaining records and reports. General supervision is received from a higher level food service supervisor or administrative supervisor. Work is performed with considerable independence and reviewed for overall effectiveness.

Examples of Work: Supervises, coordinates, inspects, and evaluates food service work performed in multiple service areas; multiple cafeteria lines; or other areas of comparable scope and complexity.

Supervises a group of food service workers, which may include student or patient help, and participates in performing routine food service tasks in the serving and sanitation functions.

Provides training to subordinates in the performance of routine tasks and in proper care and use of food service utensils and equipment.

Schedules and assigns work; maintains stock inventory for assigned area; and requisitions necessary food, supplies, and equipment.

Attends supervisory staff meetings to discuss work and personnel problems.

Confers with members of therapeutic treatment team regarding patient help.

Insures that food is served attractively, at proper temperatures, and in proper portions to keep waste at a minimum.

Checks work group to see if properly staffed; and reassigns and restaffs to compensate for personnel shortages.

Prepares and maintains records and reports; and maintains on-going personnel records such as time schedules and attendance reports.

Performs related work as required.

Required Knowledge, Skills and Abilities: Knowledge of the basic principles required in supervision.

Knowledge of the modern methods, materials, practices, and procedures used in food service and sanitation.

Knowledge of food service safety standards necessary to prevent accidents.

Knowledge of the proper care and use of food serving and sanitation equipment.

Ability to direct a food serving and sanitation operation.

Ability to supervise and evaluate the work of subordinate staff.

Ability to train employees in the performance of routine food service tasks.

Ability to prepare and maintain simple personnel and attendance records; work schedules; and supply requisitions.

Ability to communicate effectively both orally and in writing.

Minimum Experience and Training: Experience as a lead worker in a food service operation; or any equivalent combination of experience and/or training.