

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

An employee in this class is responsible for the work performed in preparation, production, and sanitation. Employees may supervise different combinations of functional areas. However the substituted functions must be comparable in scope and complexity. Work may include minor administrative duties in menu planning, purchasing, and nutritional care. Work involves the supervision and training of lower level food service employees and patient and student help involved in preparation, production, food serving, and sanitation. Work includes assigning, inspecting, and evaluating work; requisitioning supplies and equipment and preparing and maintaining records and reports. Employees work from menu schedules, and inventory and census records in food preparation. General supervision is received from a higher level supervisor or administrator. Work is performed with a high degree of independence and reviewed for overall effectiveness.

Examples of Work: Supervises, coordinates, inspects, and evaluates the work performed in preparation, production, and sanitation in a large-scale food preparation area; or other area of comparable scope and complexity.

Supervises food service personnel, such as first lever supervisors, cooks, bakers, meat cutters, and food service workers in the performance of routine and specialized tasks in food preparation and service.

Provides in-service and on-the-job training to subordinates in methods and procedures of food service work and proper care and use of associated utensils and equipment.

Consults the daily menu, census, special function, and attendance records in order to schedule work and allocate staff appropriately to meet time requirements.

Attends supervisory staff meetings to discuss work and personnel problems.

Maintains adequate inventory levels by requisitioning food and supplies as necessary.

Requisitions equipment and prepares work orders for maintenance and repairs.

Insures that food is prepared according to recipe, in required quantities, on schedule for distribution, in an attractive manner, and at proper temperatures.

Performs specialized preparation and production tasks in baking and cooking.

Confers with members of therapeutic treatment team regarding patient help.

Supervises the receipt, storage, inventory control, and disbursement of food and supplies.

Prepares and maintains personnel records such as time schedules, attendance, payroll, and overtime records.

Performs related work as required.

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

Knowledge of the modern methods, materials, practices, and procedures used in large-scale food preparation, storing, serving, and sanitation operations.

Knowledge of food service safety standards necessary to prevent accidents.

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

Knowledge of specialized preparation and production tasks in baking and cooking.

Ability to plan, coordinate, and direct multiple functions in food preparation and service.

Ability to supervise and evaluate the work of subordinate staff.

Ability to estimate food needs in order to minimize waste.

Ability to train employees in the performance of routine and specialized food service work.

Ability to prepare and maintain files, records, and reports relating to preparation, requisitions, supply levels, and personnel.

Ability to communicate effectively both orally and in writing.

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