

STATE OF NEBRASKA CLASS SPECIFICATION
FOOD SERVICE SUPERVISOR

EST: 09/78 - REV: 09/10
CLASS CODE: V80210

DESCRIPTION: This is skilled supervisory work dealing with the serving, planning, procurement and preparation of foods within food service units. Employees in this class perform several administrative and supervisory food service tasks on a regular basis. Work is reviewed through occasional consultations and observance of results obtained. Employees are responsible for the performance of all food service staff supervised; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first of four levels (Supervisor, Manager, Director I and II) in the food service supervisory/management series. This class has as its primary responsibility supervision of line staff in the preparation and serving of foods on an assigned shift. This differs from the Manager and Director classes by its responsibility being limited to administrative supervision of a single shift whereas the Manager and Directors have responsibility for all shifts as well as managerial duties.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Supervises food preparation in the kitchen and serving procedures in the dining room; responsible for sanitation and safety conditions of work areas.

Orders meats, staples, and other supplies through the central warehouse or supply area; supervises the storage of foods.

Estimates for needs; keeps food purchase and consumption records; supervises periodic inventories.

Plans menus and standardizes recipes for a large number of meals; may plan for special occasion or special diet menus; makes sure menus are being followed and may give suggestions to workers to help improve and expedite work.

Trains new employees; maintains personnel records; may make progress and performance reports on subordinate employees.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: large scale food service planning, preparation and serving techniques; supervisory techniques.

Ability to: communicate effectively; estimate and plan menus and recipes; train and supervise the work of others; meet the public effectively; make decisions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

High school education or equivalent plus three years food service experience. Food handler's permit may be required at the discretion of the agency.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Acts (FLSA).