

**DESCRIPTION:** Under general supervision, performs skilled supervisory work dealing with 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 performed independently, referring only the most unusual problems to the Director or other administrative manager. Work is reviewed through occasional consultations and observance of results obtained. Employees are responsible for the performance of all lower-level food service staff on an assigned shift; 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 class may be the top level at a small or medium sized facility/food service operation or a shift supervisor at large facilities. The Director levels are found at large agency food service departments with large numbers of staff and multiple work units.

**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.

Hires and trains new employees; maintains personnel records; makes progress and performance reports on subordinate employees.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: state sanitation standards for food service operations; all food service techniques; supervisory techniques/practices.

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

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

Bachelor's degree from an accredited University with emphasis in Foods and Nutrition, Institutional Management, or a related area.

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Post-high school coursework/training in related area plus four years experience in food service activities, one of which was in a responsible supervisory or management capacity.

**SPECIAL NOTES:**

Food Handler's permit may be required at the discretion of the agency.

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