



FOOD SERVICE OPERATIONS SUPERVISOR

GRADE I

SCOPE OF WORK:

Work involves planning and directing the activities of a food service unit within a state facility.

DUTIES PERFORMED AT ALL LEVELS:

- Plan menus according to established dietary requirements and individual preferences; coordinate meal service and storage; ensure adequate supplies and food on serving lines and for meals that are delivered; assist in preparation as needed.
- Supervise and direct the work of food service support personnel; ensure adequate staffing and training; evaluate subordinate personnel according to prescribed standards.
- May investigate safety incidents to take appropriate action to eliminate problems
- Maintain sanitation and safety standards following Hazard Analysis and Critical Control Point (HACCP) and Material Safety Data Sheets (MSDS) guidelines; train employees and report any equipment deficiencies; enforce sanitation and safety procedures.
- Maintain all required documentation and records; collect and record data for Quality Control Studies, procedures sheets, temperature sheets, inventory sheets, and food acceptance questionnaires.
- Supervise dishwashing process and cleanup according to established sanitation standards.
- Coordinate and control all food service activities in director's absence; provide input to budget planning and preparation; manage supplies and equipment inventory.
- Evaluate and update food service policies and procedures to ensure effective and efficient methods of operation.
- Plan and/or supervise the set up of special activities and events.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED, one year of vocational education in food preparation or food service management, and three years of work experience in a

moderate to large-scale food service operation that included supervision of staff. An additional year of work experience as described may substitute for the education requirement.

Eff. Date: 05/84

Rev: 03/00 – Word processing conversion

Rev: 04/02 –Changed grade on the first level; updated duties, minimum qualifications, and scope of work on all levels

Rev: 07/12 – Conversion to Hay System

Rev: 06/13 – Revised into one level; updated duties