

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Food Service Supervisor

Class Code: 70172
Pay Grade: GF

A. Purpose:

Supervises food service shift or canteen operations and food service personnel or assists in supervising large operations through scheduling, directing and participating in institutional food preparation and distribution.

B. Distinguishing Feature:

Food Service Supervisor assigns duties and conducts performance appraisals of food service personnel oversees and maintains supply inventory; and organizes, manages, documents, and participates in all food service activities, including preparing, cooking and serving institutional food.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Supervises and engages in cooking, baking, preparing and serving food by food service employees and residents, student or inmate help to motivate staff and ensure efficient, competent completion of assigned duties.
2. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance appraisals and completes performance documents.
3. Inspects food and work areas for compliance with regulations regarding portion, quality control, sanitation and safety.
4. Plans menus to meet basic nutritional or special dietary needs.
5. Determines food and supply requisition levels to ensure adequate materials for continuous functioning of food service operations.
6. Prepares and updates inventory, work and financial records to facilities accurate budget, equipment and staffing level planning.
7. Performs other work as assigned.

D. Reporting Relationships:

This position supervises food service workers, bakers, and cooks who are involved in the preparation and serving of meals by operation of ovens, fryers, steam tables, and other

commercial cooking and serving equipment; and custodial workers who are responsible for cleaning and sanitizing kitchen and dining areas.

E. Challenges and Problems:

Challenges include maintaining an efficient, steady workflow by supervising and motivating staff, by maintaining proper supply inventory through accurate ordering to meet population needs, and dealing competently with personnel and equipment problems to ensure on-going operation of food services.

Typical problems include working while understaffed, determining whether food meets specifications, and making menu substitutions when supplies do not arrive.

F. Decision-making Authority:

Decisions made include prioritizing work, menu planning, ordering or recommending food and supplies; hiring, training, scheduling, assigning and evaluating employees' work; and placing repair orders.

Decisions referred include major supply or new equipment purchase approvals and employer disciplinary actions.

G. Contact with Others:

Daily contact with food service subordinate personnel to supervise and assist their work, with assistant food service managers and food service managers to report the daily activities and receive guidance, and institutional staff and residents who eat at the food service. Weekly contact with sales and delivery people to place, verify and receive food and equipment orders and frequent contact with maintenance personnel regarding repairs and work orders.

H. Working Conditions:

This position requires prolonged standing and walking and frequent heavy lifting. There is also exposure to potentially dangerous commercial food service equipment, with risk of burns or cuts.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the basic principles and practices of volume food service management including nutrition, menu planning, purchasing, and record keeping;
- supervision;
- kitchen and dining room sanitation;
- kitchen equipment and maintenance;
- food and food preparation.

Ability to:

- organize and supervise food service staff; to accurately plan and purchase needed supplies;
- schedule, assign, train, and evaluate food service personnel;
- do basic mathematical calculations;
- give and understand instructions;
- establish effective working relationships with others.