

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Food Service Supervisor 2		<b>Class Code:</b> 009CB2
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> SAM LTC 2	<b>Effective Date:</b> 8-30-13
	<b>Summary:</b> The incumbent manages the Dietary Division at The Indiana School for the Deaf (ISD). Direct supervisor responsibilities over all kitchens, dining and storage areas within the school		

**Duties:**

- Provides training to staff on proper food preparations;
- Supervises testing of and/or test new recipes and makes recommendations for changing, adding or deleting recipes;
- Makes menu substitutions based upon the availability or surplus of foods;
- Insures proper control of all goods and supplies on assigned kitchen area;
- Instructs food service staff on proper use and maintenance of equipment;
- Requisitions food and supplies;
- Reviews the daily work assignments for each food service employee and prepares monthly work schedules;
- Trains and supervises food service staff to ensure portion control;
- Monitors training of dietary staff in cleaning kitchen equipment, utensils and dining area;
- Supervises the preparation of modified diets;
- Ensures that proper sanitation standards are maintained in kitchen, dining and dishwashing areas;
- Contacts vendors concerning quality of supplies ordered;
- Directs regular supervisor's meetings;
- Maintains procedures manual for Dietary Department;
- Visits all kitchen and dining areas on a regular basis to coordinate overall operations;
- Responsible for budgeting for food, equipment and supplies for Dietary Department;
- Interviews new applicants and makes recommendations for hiring, promotions, dismissals, pay increases etc.;
- Performs related duties as required.

**Job Requirements:**

- Extensive knowledge of modern methods, materials and equipment used in large scale food preparation and service and the care necessary to maintain such equipment;
- Extensive knowledge of federal and state regulations involving food preparation and sanitation;
- Broad knowledge of principles and techniques of modern dietetic and menu planning;
- Specialized knowledge of the production and serving of the therapeutic diets;
- Specialized knowledge of recipe standardization and appropriate recipe and menu substitutions;
- Ability to make initial decisions on adverse or emergency situations;
- Ability to supervise and coordinates the preparations of food in large institutions;
- Ability to speak and deal effectively with others and to train, evaluates, and counsel food service staff;
- Ability to plan and conduct in-service training;
- Ability to deal with vendors and to judge food quality and determine conformity to standards;
- Ability to maintain efficient work flow and work distribution;
- Ability to maintain control over foods and supplies;
- Ability to keep records and prepare a variety of written records;
- Ability to plan menus, schedule production and coordinate preparation of all meals.

**Difficulty of Work:**

Incumbent exercises considerable judgment in adapting standards, principles and theory of Dietetics to complex situations which often involve many variables or new considerations.

**Responsibility:**

Incumbent works independently in planning and executing food production and food services for the ISD with general direction. Incumbent is responsible for proper maintenance of expensive food service equipment. Also, responsible for counseling, disciplining and evaluating food service staff.

**Personal Work Relationships:**

Incumbent works with all agency personnel and vendors that are suppliers of all food products received.

**Physical Effort:**

Work involves some lifting of heavy food service equipment and pushing food carts, frequently standing over ovens, demonstrating meat cuttings, etc. Incumbent is often required to stand, walk, bend and lift for long periods of time, but extensive efforts is exerted for short periods of time.

**Working Conditions:**

The incumbent is exposed to frequent variations of hot, humid and cold work areas. Poor ventilation is frequently present. Exposure to grease, noise and moving parts from food service equipment is also present.