

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Food Service Supervisor 5		Class Code: 009CB5
	FLSA Status: Non Exempt	Salary Schedule: SAMLTC 5	Effective Date: 8-30-13
	Incumbent serves as supervisor of the food production and dining areas in a state facility reporting to the Food Service Director or Dietitians and assisting in overall management of the food service operation. Incumbent has limited supervisory responsibilities over all kitchen and dining areas within facilities.		

Duties:

- Trains and supervises cooks in proper food preparation;
- Supervises testing of and/or tests new recipes and makes recommendations for changing, adding or deleting recipes;
- Reviews, evaluates, counsels and disciplines work of subordinates;
- Makes menu substitutions based upon availability or surplus of foods;
- Maintains control of all goods and supplies in assigned kitchen area;
- Instructs food service staff on proper use and maintenance of equipment;
- Requisitions food and supplies from facility warehouse as needed according to menus;
- Ensures that proper sanitation standards are maintained in kitchen and dining areas;
- Plans daily work assignments for each food service employee and prepares monthly work schedules;
- Trains and supervises food service staff to ensure portion control;
- Trains and supervises facility workers and cooks in cleaning, kitchen equipment, utensils and dining area;
- Interviews new applicants and makes recommendations for hiring, promotions, dismissals, merit increases etc.;
- Performs related duties as required.

Job Requirements:

- Specialized knowledge of modern methods, materials and equipment used in large scale food preparation and service and the care necessary to maintain such equipment;
- Specialized knowledge of federal, state and facility regulations involving food preparation and sanitation;
- Specialized knowledge of recipe standardization and appropriate recipe standardization and appropriate recipe and menu substitutions;
- Working knowledge of principles of menu planning, and production and serving of therapeutic (modified) diets;
- Ability to train, evaluate and counsel food service staff;
- Ability to plan and maintain efficient work flow and work distribution;
- Ability to maintain control over food and supplies.

Difficulty of Work:

Incumbent receives general instructions but works independently in planning and executing food production and food services for a state facility. The incumbent is given general directions regarding daily work activities.

Responsibility:

Incumbent is responsible for food preparation and serving; requisitioning appropriate food and supplies; planning efficient work distribution for total food service staff working on a designated shift; and dining and kitchen area sanitation. Work involves requisitioning appropriate food and supplies necessary for their designated area so responsibility.

Personal Work Relationships:

The incumbent will work with assigned staff, other agency personnel and food or supply vendors.

Physical Effort:

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

Working Conditions:

The incumbent is exposed to 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. Works rotating shifts and weekends based upon facility needs.