

ORANGE COUNTY CLASS SPECIFICATION

TITLE: FOOD SERVICE SUPERVISOR **GRADE:** 08

TITLE ABBREVIATION: FOOD SERV SUPERVISOR **TITLE NO.:** 6390

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** DIETARY

SUPERVISOR'S TITLE: DIETARY SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting a Dietician with the operation of the Dietary unit and for supervising the preparation and service of meals to employees and residents of the Orange County Residential Health Care Facility. In addition an employee in this position is responsible for the maintenance and cleanliness of food service equipment and facilities. Work is performed under the general supervision of a Dietary Services Supervisor with latitude to exercise independent judgment in routine matters. Direct supervision is exercised over Cook II, Assistant Cook II, and Food Service Helpers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Directly supervises kitchen staff on assigned shift in the preparation and serving of regular and modified meals to assure menus are followed as written and work is carried out as scheduled;
2. Oversees cleaning of tray assembly area and general dietary areas;
3. Inspects food service areas for sanitation and safety, ensuring adherence to established policies and procedures;
4. Maintains inventory records of food and non-food supply use, generates orders, requisitions items as needed from central stockroom and checks deliveries for quantity and quality in absence of Dietary Services Supervisor;
5. Refers to work schedules, time records, vacation schedules and makes recommendations for meeting daily staffing problems on assigned shift;
6. Completes written reports as needed related to employee safety, evaluation and performance;

7. Develops and revises recipes for approval by Dietary Services Supervisor;
8. Orients, trains and helps supervise new and other employees;
9. Secures adequate staff in cases of absenteeism on assigned shift;
10. Conducts departmental meetings for food service helpers;
11. Prepares efficiency ratings for subordinate dietary employees;
12. Participates in dietary conferences and staff meetings with Dietitians, Dietary Services Supervisor, and Director of Dietary Services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern methods of large scale food sanitation, preparation and service; good knowledge of facility's rules and policies and ability to communicate same to staff; working knowledge of the principles of dietetics; ability to supervise the work of others in the performance of routine food service and cleaning duties; ability to make clear and concise written and verbal reports; ability to maintain simple personnel and inventory records; ability to follow oral and written instructions; ability to get along with others; initiative; resourcefulness; orderliness; cleanliness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the preparation and service of food in an institutional or commercial setting, one (1) year of which shall have been in a supervisory capacity.

REVISED: 1/9/81

FORMAT CHANGE: 3/28/86

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EEO CODE UPDATE: 11/29/90

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