

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32714
Job Class Code:	300	Salary Schedule:	ASRRFOOD
EEO Category:	08	Grade:	13
Workers Comp Code:	9040		

Job Code Established:	09/23/88	Effective Date:	09/23/88
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Housekeeping Series

JOB CODE TITLE: FOOD SERVICE SUPERVISOR I

HRIS TITLE: FOOD SVC SPV I

CHARACTERISTICS OF THE CLASS: Works under general supervision of a Food Service Supervisor, exercising independent judgment in accordance with established guidelines; pressures for deadlines or work completion. Has the authority to schedule and assign work; recommend personnel actions. Supervises an assigned shift of food service operation; trains and supervises food service personnel in the preparation, cooking and serving of food and in the cleaning and maintenance of food service areas; maintains safety and security of supplies and equipment. Positions at State Hospital assure adherence to correctional security procedures and regulations pertaining to minimum custody inmate supervision. Work product consists of a functioning work unit; meals that meet nutritional standards; food properly portioned and attractively displayed; food maintained at proper temperatures for serving; a safe and sanitary food service operation; performance evaluations; written records and reports completed. Responsible for effective leadership, supervision and guidance of a group of workers performing food service activities; for prevention of injury or illness through proper use of machinery and equipment; and for preparation and handling of food; for the quality and timeliness of work.

EXAMPLES OF DUTIES: Instructs, guides and counsels subordinate workers in the preparation, cooking and serving of food and in the cleaning of utensils, equipment and food service areas. Prepares instruction and work schedules for subordinate workers. Schedules food production to meet timing requirements of special diets, regular meals and transportation of meals to dining areas. Reviews work products of subordinate workers, evaluates work and formulates plans for improvement. Inspects food service personnel reporting to work to assure personnel hygiene and proper attire. Coordinates preparation and cooking of foods that are included on menu so that the whole meal is ready to serve at the same time. Ensures that the correct temperature is maintained in both hot and cold food being served. Supervises serving line ensuring strict portion control, wearing of hair restraints, disposable gloves and exercising behavior control. Supervises the proper methods of use, operation and cleaning of all kitchen equipment to prevent accidents and loss. Reviews menus and ensures food availability in warehouse. Checks sanitation, health and pest control situations through daily inspection sheets provided for that purpose. Participates in establishing and maintaining a safe and orderly work environment. Supervises the receipt, proper storage and rotation of food products and supplies; check quantities and specifications to ensure compliance with purchase orders. Maintains and enforces equipment safeguards and overall protection of facility to prevent loss of equipment, supplies and food items. Compiles information for and writes periodic reports on activities of work unit. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken; making decisions. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Conducts work unit staff meetings; directs discussion, explains, listens and guides problem-solving process, resolves conflicts; participates and leads in decision-making. Performs related work as required.

WORK CONDITIONS: Considerable standing, bending and walking; exposure to hot cooking surfaces and mechanical equipment; frequently required to lift and carry food and supplies weighing 20 to 50 pounds; rotating shift work may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles and practices of leadership and work management; training and motivational techniques; volume food processing and production techniques; normal nutrition and special diets; health hazards in food service activities; precautions needed to guard against health hazards; applicable sanitation and safety codes, rules and regulations; basic arithmetic computation methods; policies and procedures established for the work unit; cleaning materials, methods and techniques.

Skill in: preparing nutritional, palatable food with minimal waste; oral and written communications; interpersonal relations; exercising good judgment and tact; thinking creatively and developing innovative solutions to problems; security practices and key control.

Ability to: motivate and supervise subordinates to attain quality and production in an institutional environment; communicate verbally and in writing; establish and maintain work relationships; develop innovative solutions to problems; use security practices to ensure key control.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam. Required at time of appointment: possession of a valid, current food handler's permit.