

**STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION**

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV32715</b>
<b>Job Class Code:</b>	<b>300</b>	<b>Salary Schedule:</b>	<b>ASRRFOOD</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>9040</b>		

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

**JOB CODE SERIES:** Housekeeping Series

**JOB CODE TITLE:** FOOD SERVICE SUPERVISOR II

**HRIS TITLE:** FOOD SVC SPV II

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of a Food Service Manager, exercising considerable independent judgment within established guidelines. Has the authority to schedule, assign, evaluate and discipline subordinate staff; approve menu changes. Supervises subordinate shift supervisors in an institutional food service operation; through shift supervisors, trains and supervises food service personnel in the preparation, cooking and serving of food and in the cleaning and maintenance of food service areas; ensures adherence to safety and sanitary regulations; prepares food purchasing surveys; maintains inventory; assists in preparation of menu plans. Positions at State Hospital assure adherence to correctional security procedures and regulations pertaining to minimal security inmate supervision.

Work product consists of a functioning and operational work unit; meals that meet normal nutrition and dietary requirements, are pleasing to the palate and to the eye and satisfy the residents; food properly portioned; work schedules that provide adequate coverage; standardized recipes developed, safety and sanitary requirements met; updated and constantly maintained inventory; written reports and performance evaluations completed. Responsible for effective supervision of food service activities involving considerable risk to the quality of the product, financial loss or chance of damage to equipment and/or supplies.

**EXAMPLES OF DUTIES:** Directs, instructs and counsels subordinate personnel who are supervisors carrying out tasks requiring considerable judgment or creative efforts. Devises a schedule of work or establishes priorities for self and coworkers. Resolves questions presented by subordinate supervisory staff. Visits and inspects work in progress; instructs, directs and advises subordinate supervisors and others as necessary. Reviews menus and ensures food availability in warehouse. Fills out purchase orders, in preparation for typing based on general guideline and past orders to acquire food and supplies needed in the work unit. Updates and constantly maintains an inventory of food and supplies. Participates in menu planning; confers with dietitian and with medical and religious services regarding special diets. Maintains production schedules and quality control participates in establishing and maintaining a safe and orderly work environment. Reviews USDA offers of surplus commodities, selects food products to supplement food service operation. Assures proper use and maintenance of food service equipment to avoid injuries and losses. Schedules food production to meet timing requirements of special diets, regular meals and transport to dining areas. Checks sanitation, health and pest control situations through daily inspection sheets provided for that purpose. Maintains and enforces equipment safeguards and overall protection of facility to prevent loss of equipment, supplies and food items. Reviews work products of subordinate workers; evaluates work and formulates plans for improvement. Reviews reports prepared by subordinate workers; makes corrections, adjustments, raises questions; routes back to writer or approves. Compiles information for and writes periodic reports on activities of work unit. Attends supervisory or work system management meetings; gives and receives information, participates in problem-solving and decision-making. Conducts 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; volume food processing and production techniques; normal nutrition and special diets; training and motivation techniques; health hazards in food service activities; precautions needed to guard against health hazards; applicable sanitation and safety codes, rules and regulations; basic arithmetic computations; policies and procedures established for the work unit; proper temperature ranges for thawing, cooking and storing food; the practices of inventory control; the State's purchasing process; cleaning materials, methods and techniques.

**Ability to:** apply the principles and practices of leadership and work management; motivate and supervise subordinates to attain quality and production standards in an institutional environment; communicate verbally and in writing; establish and maintain work relationships; analyze situations and take appropriate action.

**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.