



SUPERVISOR, FOOD SERVICES

DEFINITION: To supervise the jail food services operation and to perform all other related duties as required.

DISTINGUISHING CHARACTERISTICS: This is a supervisory cook position with administrative responsibilities for the operation and maintenance of the jail kitchen facility.

ESSENTIAL JOB DUTIES: Plans nutritional meals providing the minimum daily requirement from the menus which ensure a variety of items and takes advantage of seasonal food offerings; prepares and monitors the budget for corrections food service; orders food products from vendors including meats, produce, dry goods, dairy and other supplies; signs receipts for goods and verifies quantity and prices; maintains an adequate inventory level to meet daily and unforeseen demands; prepares and maintains financial, accounting and other necessary controls of food costs through the use of production planning, portion control, purchasing policy and other management tools; assures that the standards of safety and sanitation are met in the facilities, and equipment is maintained in good operation order; develops special diets upon request of a physician and supervises the preparation of these special diets; select trains, oversees and evaluates staff; must perform the duties of Cook as needed.

EMPLOYMENT STANDARDS

Education/Experience: A high school graduate or equivalent with three years experience in cooking and preparing food in large quantity requiring the use of bulk, stock ingredients, and some supervision of food service personnel.

Knowledge of: Principles of supervision and employee training; nutritional and dietary standards for institutional foods; techniques and methods for purchasing and preparing food in large quantities; inventory control; county budget and budgetary control; equipment and utensils used in preparation, cooking, and serving of food; food storage methods; meal planning and preparation, kitchen sanitation and maintenance; food quality and values as well as nutritional and economical substitutions within food groups; weights and measures used in cooking; special diets; safety precautions for kitchen equipment; Health Department standards for food establishment; health and safety regulations; departmental policies and procedures; behavior of persons in a custodial environment.

Ability to: Plan and coordinate the work of food service staff, including jail trustees; plan and develop menus consistent with nutritional and statutory requirements; maintain daily records of foodstuffs; order sufficient level of supplies to meet requirements in the most economical manner; organize work to meet meal schedules; maintain records and prepare reports and estimates; perform simple mathematical computations including addition, subtraction, division, multiplication, and percentages; read, write, and follow directions; operate and maintain all kitchen equipment; cook and bake; evaluate and establish goals and objectives for staff; communicate clearly and concisely, both orally and in writing; monitor and coordinate the activities of contractual food service providers; work cooperatively with those contacted in the course of work. Physical ability to stand and walk, with bending, stooping, squatting, twisting, reaching; occasionally lift over 25 pounds, and frequently lift 10 to 25 pounds.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must be available to work various shifts and on weekends and holidays as needed. Must successfully complete a food safety course.