

CLASS SPECIFICATION



CLASS: Food Services Supervisor
ALLOCATION: Probation
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: April 2018

JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the operations and activities of the juvenile institutions food services program; schedule all food service shifts; supervise and evaluate all food service employees; ensure compliance with established sanitation and safety guidelines; provide for proper nutritional and meal requirements as mandated by the California Department of Education's Child Nutrition Program; plan menus in accordance with mandated rules and regulations; oversee and assure compliance with the nutritional requirements of medical diets; prepare and maintain a variety of reports, records, and lists related to assigned activities and personnel including menu production records, USDA perpetual inventory records, train and monitor the performance of assigned staff; perform large volume cooking and portioning of meals for a large institutional facility; communicate with administrators, personnel, and outside organizations to coordinate activities; and perform related work as assigned.

This is the working supervisory level in the juvenile institutions food services series.

CLASS CHARACTERISTICS:

This position reports to a Deputy Superintendent or other management classification within the juvenile institutions facility. This class is distinguished from a Deputy Superintendent in that the latter has administrative responsibility of either the Juvenile Detention Facility or the Youth Guidance Center. This supervisory position directs the work of Cooks and kitchen support staff while coordinating the purchase, preparation and distribution of nutritional, properly prepared meals, in a large volume, institutional setting.

EXAMPLES OF DUTIES:

Essential:

- Supervise, review and evaluate the work of cooking and kitchen support staff; organize and assign work, set priorities and follow up to ensure timely completion; evaluate staff's job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees, discuss job performance problems to identify causes and issues, and work on resolving problems; recommend discipline and implement discipline procedures as needed/directed; provide or coordinate staff training; offer advice and assistance as needed.
- Recommend and assist in the implementation of goals, objectives, procedures and work standards for the institutions kitchen; implement policies and procedures.
- Direct the work on institutional youth volunteers participating in the vocational training program; at times will work directly with youth in food preparation.
- Plan weekly menus to meet nutritional needs of client population; implement recipes meeting nutritional guidelines of the Child Nutrition Program and utilizes seasonal food, depending upon availability; estimate and select food for daily usage.
- Maintain an inventory of food and supplies, including the USDA perpetual inventory records and prepare food and supply orders as required, depending upon projected needs.
- Receive and inspect food and supplies; unpack and store in the appropriated location.
- Direct and prepare a full range of meals, including special, medical or religious diets on a relief or as needed basis.
- Maintain detailed records regarding food prepared, cooking techniques and storage procedures; prepare periodic and special reports.
- Ensure food preparation equipment, cooking and serving utensils, kitchen work areas and dining areas are orderly and sanitary.
- Use, clean, adjust and perform minor maintenance to a variety of large institutional cooking equipment.
- Ensure leftovers food and kitchen supplies are stored appropriately.

- Direct support staff in the techniques of food preparation, cooking and portioning, safe work procedures, and the use and minor maintenance of institutional cooking equipment.
- Monitor and maintain the security of facilities and equipment.
- Maintain all records required by the Child Nutrition Program.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May drive a personal or County motor vehicle in order to pick up supplies.
- Use standard office equipment, including a computer, in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, training and discipline.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and budget administration.
- Principles, methods and equipment used in high volume meal preparation in an institutional setting.
- Methods of adjusting standard recipes by reducing or increasing the proportions to meet current production needs.
- Basic food group and nutritional values.
- Kitchen supplies, sanitation procedures and personal hygiene regulations.
- Safe work practices and sanitation related to food preparation and service.
- Business arithmetic.
- Basic inventory and recordkeeping principles and practices.
- Various machinery, equipment and tools associated with food preparation, food service and kitchen sanitation.
- Equipment maintenance techniques and practices.
- Ordering from food vendors and kitchen supply companies.
- Use of competitive bidding from vendors to obtain quality foods at reasonable costs.

Skill in:

- Planning, directing and reviewing the work of others.
- Overseeing and training others in basic cooking and work procedures.
- Motivating, developing and directing people as they work.
- Planning and ordering required food and supplies to meet projected needs.
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards.
- Overseeing and preparing meals in a large scale, institutional setting.
- Maintaining accurate records and preparing work related reports.
- Making accurate arithmetic calculations.
- Working within deadlines to complete assignments.
- Understanding and maintaining compliance with food programs. Operating, cleaning and performing minor maintenance to large institutional food preparation and cooking equipment.
- Reading, understanding and following recipes and oral and written directions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Interpret policies, procedures, program regulations, laws and guidelines.
- Follow security procedures.
- Prioritize multiple tasks, projects and demands.
- Solve operational problems and explain work procedures.
- Interact with people of varying social, economic and ethnic backgrounds.
- Learn behavior patterns of incarcerated persons, techniques of detainee control, discipline

- protocols and grievance procedures.
- Maintain orderly records.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment of a typical institutions kitchen setting and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Use institutional kitchen equipment and on a regular basis hand manipulate to cut and prepare food and repetitive simple grasping to open jars, cans and lifting heavy pans filled with food.
- Mobility to drive a motor vehicle in order to pick up supplies.
- On an intermittent basis, bend, kneel, twist, reach, stoop and squat to lift pots and move food to different locations; climb on step-stool to reach food stored; and on a regular basis strength to lift and carry materials up to 25 pounds and on an intermittent basis material weighing up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Working conditions are typical detention facility settings or public safety setting; involves the potential for high stress levels and exposure to loud noises and the potential of personal danger and/or hostile situations.
- Must be able to maintain professional composure and effectiveness when working with others and a highly manipulative and psychologically challenging detainee/inmate population.
- Exposure to blood/air borne pathogens.
- Will be exposed to extremes in temperatures, steam, fumes, and odors from cooking; exposure to extreme temperatures and/or humidity; and on an intermittent basis exposure to dust, gas, fumes or chemicals
- May be required to work rotational shifts including evening, night, weekend and holiday shifts.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess and maintain a valid Serve Safe Certification and/or Hazard Analysis Critical Control Point (HAACP) Certification for food service workers.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Equivalent to graduation from high school and four (4) years of experience in large-scale cafeteria or institutional food preparation and volume cooking.

PREFERRED: In addition to the minimum, completion of college level course work in nutrition or a related field. Two years of supervisory or administrative experience in large-scale cafeteria or institutional food preparation and volume cooking. Possess knowledge of the California Department of Education's Child Nutrition Program.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: H
WC: 9420

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____