

FAIRFIELD COUNTY

JOB TITLE: FOOD SERVICE SUPERVISOR
DETENTION CENTERGENERAL STATEMENT OF JOB

Under limited direction, supervises the preparation of food items of sufficient quality and quantity to meet the needs of the Fairfield County Detention Center; handles food in accordance with sanitary standards and recognized food preparation and management standards. Is responsible for ordering all food and kitchen supplies and storing same. Reports to the Detention Center Director.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Is responsible for planning all menus for meals served at the County Detention Center, following all guidelines regarding State and Federal regulations as to sanitation and diet. Researches and plans menus for special diets.

Oversees and directs all kitchen personnel in the preparation of food for inmates. Performs such supervisory duties as instructing; assigning, reviewing, and planning work of others; maintaining standards; and coordinating activities. Ensures that personnel are healthy and have yearly physical exams.

Is responsible for purchasing all food items and kitchen equipment for use in preparing meals. Receives all food and supplies and checks same against invoices.

Ensures that all food items, chemical cleaners, etc. are properly stored.

Ensures that kitchen is properly cleaned and that sanitation standards are maintained.

Inspects food on serving line for taste, color, appearance, form, and temperature.

Keeps abreast of changes in the food industry in order to be able to purchase more wisely and to ensure continuing nutrition for inmates.

Receives and reviews various documents and reports including invoices, statements, health inspection data, catalogs, food management guides, etc.

Prepares and submits various documents and reports including temperature charts, diet sheets, purchase orders, monthly reports, count sheets, diet cards, maintenance requests, etc.

Operates and/or utilizes a variety of types of office and other equipment such as adding machine, copier, stove, oven, grill, mixers, and kitchen tools and supplies.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with vocational/technical school training in food service and one to two years of food service experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of types of kitchen equipment including dishwasher, oven, mixer, chopper, etc. Must be physically able to exert up to ten pounds of force occasionally or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work may involve stooping, kneeling, reaching, etc. Must be able to physically defend one's self from attack or assault. Must be able to lift and/or carry weights of up to twenty-five pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as monthly reports, diet sheets, purchase orders, temperature charts, personnel reports, etc., using the proper format, punctuation, spelling and grammar, etc. Requires the ability to communicate with supervisor, subordinates, other County personnel, suppliers, inmates, medical personnel, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as accounting, counseling, nutrition, food services, etc. in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing kitchen and basic office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has extensive knowledge of the methods, materials, procedures, and regulations of food preparation and service as they relate to the responsibilities of the position. Is knowledgeable of the potential health hazards of the food preparation processes and is able to take and enforce necessary measures to minimize such risks. Possesses considerable knowledge of food values, dietetics, and nutrition as required for the proper menu schedules and health of inmates. Has the ability to determine or interpret work procedures for subordinates in assigning duties to them, maintaining harmonious relations among them, and promoting efficiency. Is able to maintain good working relationship with all prison personnel. Has knowledge of required forms and reports used in the facility. Has knowledge of the mathematical procedures required of the position. Knows how to develop and administer plans for the expedience and effectiveness of specific duties. Has the ability to schedule daily activities and to establish short and long term priorities in order to meet established goals. Has the ability to use independent judgment and discretion in carrying out duties and responsibilities. Is able to maintain sufficient stock of food and supplies needed for the preparation and service of food. Is skilled in operating a variety of kitchen appliances and equipment.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced

advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.