

Garfield County Job Description

Title:	Food Services Supervisor		
Department/Office:	Sheriff	Reports to:	Commander
Division:	Detention	Pay Grade:	5
FLSA Status:	Non-Exempt	Driving Classification:	Marginal
Supervision Exercised:	Kitchen workers and trustees	Licenses/Certifications:	Foodservice Management Professional (FMP)
Minimum Education:	High school diploma or equivalent.		
Minimum Experience:	4 years experience in institutional food service; or equivalent combination of experience, trade or technical school training in institutional food service. 2 years of supervisory experience.		

General Purpose:

Supervises and coordinates the food service activities of the Sheriff's Office, including supervision and scheduling of civilian and inmate kitchen workers; budget monitoring; ordering and receiving food, beverage, and supplies deliveries; monitoring menu nutritional compliance and food service related safety and security matters.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Supervises employees and trustees in the preparation, cooking and serving of food; plans, schedules, assigns and directs work; conducts interviews; recommends for hire; orients; oversees training; coaches; evaluates and appraises; monitors and approves timesheets and ensures quality of work.
2. Monitors compliance with health and nutrition regulations and standards regarding food preparation and serving.
3. Implements and monitors high performance standards for all food service workers.
4. Schedules and receives food, beverage, and supplies deliveries, checking contents in order to verify product quality and quantity.
5. Plans menus and food utilization based on number to be fed, nutritional value, palatability, popularity, and costs.
6. Enforces nutritional standards approved by a licensed dietician.
7. Monitors food preparation methods, portion sizes, and presentation of food.
8. Monitors work area and inmate worker activities in order to ensure the safety and security of Sheriff's Office employees and the general public.
9. Keeps records required by supervisor and by government agencies regarding the food service function.
10. Prepares, implements, and reviews work procedures for the food services function.
11. Identifies and corrects operational problems in order to improve service, performance, and/or safety.
12. Maintains food and equipment inventories, and keep inventory records.
13. Arranges for equipment maintenance and repairs, and coordinates a variety of food service related activities such as waste removal and pest control.
14. Assists and complies with the semi-annual health inspections and makes changes based on the findings.
15. Performs food preparation and serving tasks as needed.

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16. Provides food preparation and distribution services for emergency rescue and recovery personnel as needed.
17. Performs other duties of a similar or related level as necessary or assigned.

Job Qualifications:

Must be at least 18 years of age. Must submit to and pass a background check.

Knowledge of:

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
2. Procedures of food preparation for large groups.
3. Methods and procedures regarding food preservation.
4. Kitchen and dining area sanitation.
5. Use and care of equipment and utensils used in food preparation.
6. Procurement of foodstuffs and kitchen equipment.
7. Food inventory control.
8. Budgeting, program planning, and bookkeeping.
9. Procedures and requirements for ordering and utilizing surplus foodstuffs.
10. Relevant computer hardware and software applications.

Ability to:

1. Supervise and develop employees: plan, direct, coach, counsel, mentor, delegate, train, and evaluate.
2. Speak, read and write the English language.
3. Communicate effectively verbally and in writing.
4. Plan appealing and nutritious menus.
5. Prepare food in quantities.
6. Implement operational procedures.
7. Make decisions.
8. Comply with laws and regulations governing food preparation in institutions.
9. Maintain accurate records.
10. Handle stressful situations in a professional manner, including angry or difficult customers.
11. Establish and maintain effective working relationships.
12. Understand, practice and enforce safety procedures and precautions.
13. Maintain a high level of professionalism and confidentiality.
14. Pass a background investigation in accordance with law and regulation and/or policy.

Internal & External Contacts:

Internal Contacts:

Frequently interacts with Sheriff's Office employees; and with kitchen and inmate workers in a supervisory capacity; occasionally interacts with inmates in a serving capacity.

External Contacts:

Frequently interacts with vendors, and occasionally interacts with dietitians and health inspectors.

Physical Activities and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of the job, the employee is frequently required to walk, sit, climb, balance, stoop, kneel, crouch or crawl, taste and smell. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls. The employee is frequently required to lift and/or move up to 50 pounds and occasionally required to lift and/or move up to 100 pounds. Specific vision abilities required include close vision, color vision, depth perception and the ability to adjust focus. The employee is routinely required to perform manual labor associated with food preparation for large groups, and to stand for long periods of time.

Work Environment:

While performing the essential functions of the job, the employee routinely works in hot and/or humid conditions; is routinely exposed to hot equipment, cookware and utensils; is occasionally exposed to the possibility of injury from moving mechanical parts; and is occasionally exposed to fumes and toxic or caustic chemicals.

The employee may be exposed to contact with inmate trustees during hand-to-hand exchanges of supplies. The employee may be required to make an immediate response to medical emergencies where blood, body fluids or other medical hazards may be present. The employee may or may not have the time to take precautionary or protective measures.

The employee is required to work outside normal business hours, including rotating shifts, weekends and holidays.

The noise level in the work area is usually quiet, with frequent interruptions and multiple demands.

Required Travel:

None.

Computers and Equipment:

Computer and relevant software applications; mixer, toaster, dishwasher, oven and steam table, fryer, stove, food processor, grill, slicer, can opener, knife and various kitchen utensils.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.