

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
FOOD SERVICES SUPERVISOR

JOB DESCRIPTION

Employees in this job direct or assist in directing the food services operation in state facilities. The employee works within administrative rules, regulations, work directives, food service standards, and nutritional guidelines. Employees develop policies and procedures; plan meals; and supervise the overall activities of the food services operation.

Position Code Title - Food Services Supervisor-1

Food Services Supervisor 9

The employee directs the work of subordinate staff in the operation of a shift; or, serves as the assistant to a Food Services Supervisor 10 and is responsible for preparing 300 to 499 servings per meal.

Position Code Title - Food Services Supervisor-2

Food Services Supervisor 10

The employee directs a food service operation that prepares 300 to 499 servings per meal; or, serves as the assistant to a Food Services Supervisor 11 and is responsible for preparing 500 to 899 servings per meal.

Position Code Title - Food Services Supervisor-3

Food Services Supervisor 11

The employee directs a food service operation that prepares 500 to 899 servings per meal; or, serves as the assistant to a Food Services Supervisor 12 and is responsible for preparing 900 or more servings per meal.

Position Code Title - Food Services Supervisor-4

Food Services Supervisor 12

The employee directs a food service operation that prepares 900 or more servings per meal.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence related to the work.

Plans, directs, and supervises food preparation and cooking of meals.

Ensures the proper use of equipment and maintains a safe and sanitary environment.

Requisitions and purchases food supplies and verifies deliveries for quantity and quality.

Supervises food storage and maintains inventory control.

Directs the overall sanitation procedures for conformity to prescribed policies, procedures, and regulations.

Coordinates and oversees the proper distribution and portioning of food in a cafeteria and conventional tray line operations.

Conducts audits according to agency guidelines to ensure food service quality, environmental safety, and infection control.

Plans and prepares menus, ensuring good menu balance, proper food portioning and distribution, and quality control to meet nutritional food standards.

Tests and approves new recipes.

Develops and enforces policies and procedures.

Develops budget recommendations and estimates food and equipment costs to maintain budgetary control.

Coordinates activities with staff in other areas to determine and provide individuals' dietary needs.

Oversees equipment maintenance and requests equipment repairs or replacement.

Orders prepared meals from a food production center.

Reheats and serves cooked/chilled food that is prepared at a food production center.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the areas is required at the 9 level, considerable knowledge is required at the 10 and 11 levels, and thorough knowledge is required at the 12 level.

Knowledge of quantity food preparation, services, procedures, and practices.

Knowledge of the nutritional value, adaptabilities, and uses of various foods.

Knowledge of mathematical calculations used in determining the number of servings for amount of food in modifying recipes and determining food costs and projections.

Knowledge of numbers and types of workers needed to staff a large food service operation.

Knowledge of equipment and supplies used in quantity food preparation and service and its care and operation.

Knowledge of quantity food purchasing, receiving, and storage.

Knowledge of quality assurance relating to a food service operation.

Knowledge of state health codes and environmental safety procedures and their application to food service sanitation, cleanliness, and infection control.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of labor relations.

Ability to prepare and maintain records related to work.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to maintain inventories and requisition supplies and equipment.

Ability to instruct, direct, and evaluate employees.

Ability to plan work schedules and maintain work standards.

Ability to operate equipment and tools used in the food service industry.

Ability to communicate effectively.

Working Conditions

Some jobs require an employee to work in an environment that involves extreme temperatures and exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work in adversarial situations or a hostile environment.

Some jobs require an employee to work where there is a significant chance of injury.

Some jobs require direct contact with prisoners.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to lift and/or move heavy objects.

Education

Education typically acquired through completion of high school.

Experience

Food Services Supervisor 9

Four years of experience performing quantity cooking and food preparation tasks equivalent to a Cook, including three years equivalent to a Cook E6 or two years equivalent to a Cook 7.

Food Services Supervisor 10

Five years of experience overseeing a variety of large quantity cooking and food preparation tasks including one year equivalent to a Food Services Supervisor 9 or a Food Services Leader-Prisoner E9.

Food Services Supervisor 11

Six years of experience overseeing a variety of large quantity cooking and food preparation tasks including two years equivalent to a Food Services Supervisor 9 or a Food Services Leader-Prisoner E9, or one year equivalent to a Food Services Supervisor 10.

Food Services Supervisor 12

Seven years of experience overseeing a variety of large quantity cooking and food preparation tasks including three years equivalent to a Food Services Supervisor 9 or a Food Services Leader-Prisoner 9, two years equivalent to a Food Services Supervisor 10, or one year equivalent to a Food Services Supervisor 11.

Alternate Education and Experience

Food Services Supervisor 9

Possession of an associate's degree in dietetics; food services management; hotel, restaurant and institution management; culinary arts; or human nutrition and two years of experience overseeing a variety of quantity cooking and food preparation tasks, including one year equivalent to a Cook E6 may be substituted for the experience requirement.

OR

Possession of a bachelor's degree in dietetics; food services management; hotel, restaurant and institution management; culinary arts; or human nutrition may be substituted for the experience requirement.

Food Services Supervisor 10

Possession of an associate's degree in dietetics; food services management; hotel, restaurant and institution management; culinary arts; or human nutrition and three years of experience overseeing a variety of quantity cooking and food preparation tasks, including two years equivalent to a Cook E6 may be substituted for the experience requirement.

OR

Possession of a bachelor's degree in dietetics; food services management; hotel, restaurant and institution management; culinary arts; or human nutrition and one year of experience overseeing a variety of quantity cooking and food preparation tasks may be substituted for the experience requirement.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FOODSRSPV

Job Code Description

FOOD SERVICES SUPERVISOR

Position Title

Food Services Supervisor-1

Position Code

FOODSPV1

Pay Schedule

NERE-089

Food Services Supervisor-2

FOODSPV2

NERE-090

Food Services Supervisor-3

FOODSPV3

NERE-093

Food Services Supervisor-4

FOODSPV4

NERE-095

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12/22/2024