

FOOD SERVICE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, incumbents are responsible for the service of food to patients and employees at the Westchester County Medical Center and Ruth Taylor Institute, and to inmates and employees of the Department of Correction. Functions as a lead worker in the service and preparation of meals and their distribution and serving either in a central dining hall or at other locations throughout the facility. Is responsible for monitoring the sanitation of food preparation and service areas. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides leadership and assists in the preparation, assembly, distribution and service of meals;

Assigns duties to food service workers in the preparation and delivery of meals and sanitation of the kitchen, evaluates their performance and takes corrective action when needed;

Makes up food orders for the patient or secured units to which assigned;

Inspects food prepared for service, checking to see that it is properly and attractively served;

Participates in the cleaning and maintenance of the food service areas;

Inspects dishes, utensils and equipment for cleanliness;

Provides guidance and direction to the cooks in the absence of the Head Cook;

Makes daily rounds of feeding areas to check for sanitation and for proper service of meals;

Takes inventories of dishes, utensils and equipment, and requisitions such replacement and repairs as are necessary from the person in charge;

Assists in the collection and compilation of data for quality assurance studies;

May participate in the ordering of food and staples;

Assists in developing work schedules for assistants;

Instructs new employee and inmate food service workers;

Utilizes automated systems to monitor late tray requests, duplicate tray requests, etc.;

Reports any food service problems to the person in charge.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of institutional food service practices; ability to effectively lead the work of others in the performance of routine food service and cleaning duties; ability to follow oral and written instructions; good judgment in dealing with patients or inmates; neatness; initiative; patience; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course and one year of experience in the service of institutional meals; or (b) five years of experience in the service of meals, at least one year of which must have involved the service of institutional-type meals; or (c) any equivalent combination of training and experience.

NOTE: Completion of a one year course in food service or related field will be accepted in lieu of the experience in the service of institutional meals required above.