

Code: 4343

Title: FOOD PRODUCTION SUPERVISOR

SUMMARY: This classification supervises and assigns work to food service staff preparing and cooking standard and special-diet meals, and assuring compliance with required health, hygiene and sanitary requirements in an institutional setting, other than corrections/detention facilities. It is distinguished from the Cook-Senior classification which prepares and cooks standard menu and special-diet foods, and from the Food Services Supervisor which supervises food service serving staff and associated kitchen/dining areas cleaning, sanitation and maintenance.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises food production staff in the preparation and cooking of complete and special meals and menu items, to include delivered or catered meals and foods;
Insures that special-diet menu items are prepared and served according to standards;
Determines and insures that sufficient stocks of foods and related materials are in-stock or ordered to meet menu requirements;
Assists in the planning of standard menus and related special-needs foods;
Trains and supervises food production staff in the use, care, operator-level servicing and maintenance, cleaning and sanitizing of food preparation equipment, utensils and work surfaces and kitchen/dining areas;
Evaluates work performance of assigned staff, and counsels/directs any needed remedial actions;
Instructs food service staff in the preparation of new dishes and foods;
Consults with facility/institution dietary staff on regular and special-menu items;
Creates and maintains required reports of food service activities;
Receives suggestions, complaints, recommendations and observations from food service patrons and implements or directs allowable changes in the preparation, serving or composition of foods;
Coordinates the provision of food services to facility meetings, conferences or other locations.

KNOWLEDGE & SKILLS:

Knowledge of:

- methods, materials and practices of institutional food services, to include volume-cooking, serving, and required health, cleaning and sanitation aspects;
- health and safety hazards typically present in an institutional food service setting;
- care, use and maintenance of food service equipment, utensils and associated equipment;
- principles and practices of employee training, supervision and evaluation;
- unique requirements for special dietary foods and associated special handling requirements.

Skill in:

- supervising and directing the preparation and serving of foods in an institutional setting;
- enforcing the maintenance of sanitary conditions in a food preparation/serving setting, to include the cleaning and sanitation of food preparation equipment, utensils, working surfaces and serving lines;
- assigning and evaluating work of assigned staff;
- creating and maintaining required records and reports of food service activity;
- dealing tactfully with food service patron's suggestions, complaints, recommendations and observations relative to food services;
- communicating effectively in the English language.

MINIMUM QUALIFICATIONS: EITHER:

(1) Four years of large-scale food preparation* and one year of supervisory experience in a large-scale food preparation setting.

*Large-scale food preparation includes food preparation in an institutional setting (e.g., hospital, nursing home, corrections/detention facilities, school or industrial plant cafeterias), commercial cafeterias/buffets,

hotel/convention banquet facilities, military feeding facilities (ashore or afloat) or similar mass-feeding or catering operations. It does not include restaurant, fast-food outlet (e.g., McDonalds, Arby's, etc.), or mobile food vending or catering trucks.

[Graduation from an accredited college, university, community college, vocational/technical school of military/government course in food preparation may be substituted for two years of the required general food preparation experience.]

OR:

(2) Two years of experience with Pima County as a Food Service Supervisor.

OR:

(3) Three years of experience with Pima County as a Cook-Senior or Corrections Cook-Senior.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: All positions require that employees be free of blood borne pathogens and communicable diseases. Hepatitis B vaccine and TB tests will be provided.

Physical/Sensory Requirements: The ability to lift, carry push and pull up to 50 pounds; stand for extended periods of time; work in extremes of heat, moisture and humidity; tolerate frequent exposure to cleaning chemicals; properly wear required safety clothing/equipment.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.