



CLASSIFICATION SPECIFICATION

CLASS NUMBER 40124

FOOD OPERATIONS SUPERVISOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Food Operations Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Food Operations Supervisor position is to supervise Cooks and/or Food Service Workers. The incumbent also prepares and serves meals according to pre-planned menus. The Food Operations Supervisor assists in maintaining the kitchen inventory.

Duties

Frequency: 25% +/- 5%

- I. Provides direct supervision to Cooks and/or Food Service Workers.
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employees' requests for leave.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Monitors performance of subordinates (e.g., ensures that food is being cooked properly and menus are followed).
 - I. Assigns duties to subordinates.

Frequency: 55% +/-15%

- II. Plans, prepares and serves meals.

Frequency: 10% +/- 5%

- III. Assists in maintaining the kitchen inventory.

Frequency: 10% +/- 5%

- IV. Cleans kitchen equipment and area.



**KSA'S FOR THE
JOB CLASSIFICATION OF
FOOD OPERATIONS SUPERVISOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Supervisory practices; Personnel practices; Disciplinary procedures; Training and development issues; Performance evaluations; The Americans with Disabilities Act and Civil Rights Act.	Organization; Supervising; Oral communication.	Supervise others; Resolve recurring, standard problems; Work with others; Discipline others; Assign work to others; Monitor work of others; Train others.
II	Kitchen safety practices; Simple, routine tasks or operations which include following step-by step instructions (e.g., recipes); Food handling and preparation techniques; Operating standard kitchen equipment; Intermediate mathematics in order to adapt recipe measurements.	Operating kitchen machines (e.g., oven, stove, food processor, electric knife, deep fryer); Basic reading.	Perform intermediate mathematical calculations; Read words and numbers; Plan menus according to guidelines; Prepare meals according to standard instructions/recipes; Ensure food is cooked proper amount of time; Pack food up for delivery; Use standard kitchen equipment (e.g., stove, toaster, etc.).
III	Intermediate mathematical principles; Inventory control for kitchens; Purchasing practices within Agency.	Oral communication; Reading; Writing; Organization.	Read and write; Perform intermediate mathematical operations; Coordinate plans/menus; Physically rotate stock; Unload stock; Purchase groceries; Complete grocery list and obtain purchase order.
IV	Cleaning and janitorial functions; Safety practices.	Performing physical labor.	Exert moderate to considerable physical effort to perform cleaning functions ; Operate cleaning equipment.



Minimum Qualifications

- Two years experience as a Cook, 40122.
- Or formal education in arithmetic that includes addition and subtraction and speaking common English vocabulary. Formal education in reading common English vocabulary that results in an applicant being able to read menus and product labels, and to read and comprehend recipes. Also requires two years of experience in a position similar to a Cook, 40122.
- Or completion of two-year training program in food service preparation or culinary arts technology.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires the incumbent to ensure that actions do not create dangerous situations for others (e.g., ensure safety precautions are used in the kitchen). Adhering to basic safety procedures will substantially reduce the probability of injury to others. Additionally, the position involves very limited probability of any injury. However, the incumbent may receive minor burns from the oven or stove or may suffer minor cuts from some of the kitchen appliances.