

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS FOOD SERVICE SUPERVISOR II

Position Code: 09794

Effective: 3-1-18

DISTINGUISHING FEATURES OF WORK:

Under general supervision, oversees the food service operations of a small correctional institution or juvenile facility; directs the work of lower level employees and offender or juvenile workers in the preparation and serving of food and the cleaning of kitchen and dining areas; or functions as a line assistant in the main kitchen or in a separate facility of a moderate or large institution or facility; enforces and maintains disciplinary, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Estimates and coordinates requirements of food supplies; directs and instructs offenders or juveniles and employee assistants in functions such as baking, cooking, canning, butchering and meat cutting, setting tables, serving meals, dishwashing, cleaning tables, trays and counters and other routine kitchen and dining room tasks.
2. Serves as designated lead worker; assigns and reviews work, provides guidance and training to assigned staff; advises immediate supervisor regarding performance of staff.
3. Evaluates food quality and acceptability for the food consumer; ensures conformance with the master menu and recipes.
4. Makes report of meals served, time required to serve the shift and condition of trays, utensils, and silverware.
5. Maintains records and completes special reports as required.
6. Inspects kitchen and dining area to ensure good sanitation practices; checks sanitary condition of utensils and equipment; maintains and directs the maintenance and repair of kitchen equipment, machinery and tools utilized.
7. Maintains a perpetual food inventory for the kitchen and dining area assigned; approves or disapproves quality and quantity of food and supplies received.
8. Reports infractions of rules by offenders, juveniles or facility employees to superiors for disciplinary action; inspects offenders or juveniles for contraband; scrutinizes the sanitary practices of all persons engaged in food service at the facility.
9. Trains subordinates to track and provides oversight to a continual accurate count of equipment issued and materials used.

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10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires three years of experience in food preparation and service such as might be acquired in a moderate- to large-sized institution, hotel or restaurant.

Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP).

Requires completion of an orientation-training course within six months of employment.

Knowledges, Skills and Abilities

Requires thorough knowledge of food service sanitation.

Requires extensive knowledge of institution or facility rules, regulations and requirements for the control of offenders or juveniles.

Requires extensive knowledge of methods, supplies and equipment used in large-scale food service operations.

Requires ability to estimate food needs and to direct the preparation and cooking of large quantities of food.

Requires ability to interpret the provisions of the Illinois Food Service Sanitation rules and regulations.

Requires ability to plan and make assignments to meet the needs of the department and to lead offenders or juvenile workers by example and instruction.

Requires ability to maintain satisfactory working relationships with other employees and offenders or juveniles.

Requires ability to instruct, train and provide guidance to subordinates and offenders or juveniles working in all food service functions.

Requires ability to maintain records and prepare reports of cost and food inventory and to prepare reports of unusual happenings, accidents or violation of rules by employees or offenders or juveniles.

Requires ability to enforce disciplinary, safety, security and custodial measures at all times.

Requires ability to follow the master menu and to utilize food produced and purchased in the most efficient and economical manner.

Requires ability to maintain proper portion control of food items served.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.