

Class Concept

This is supervisory work overseeing the meal preparation and food service activities in a dining and/or serving areas. Employees may supervise cooks, bakers, and food service assistants in preparing meats, vegetables, salads, and desserts. Position may also supervise food service assistants, students, and patients in food service and housekeeping activities in both kitchen and dining room areas. Position may direct tray preparation clients needing this service. Position inspects serving kitchens and dining areas to observe quality of food prepared, cleanliness, and sanitation of the kitchen or dining area and equipment used. Position may inventory groceries and requisition quantities needed, ensures food items are set up properly for tray line service, for cafeteria settings or table service is properly arranged. Assignments are received in the form of prescribed menus prepared by a dietitian, but employees are expected to utilize acquired skills in determining the quantities of food to be ordered and prepared. Work is subject to review by a food service director or an administrative supervisor through inspections and evaluation of reports.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of methods of preparation and cooking food in a large-scale operation.
- Basic knowledge of the use and adaptability of various pieces of kitchen equipment.
- Basic knowledge of the methods, materials, and equipment used in housekeeping activities.
- Ability to estimate accurately the amounts of raw food needed to supply the number of persons to be served.
- Ability to instruct cooks in proper cooking methods and to direct and supervise kitchen personnel in serving meals and cleaning activities.
- Ability to evaluate levels of sanitation and food safety and implement corrections when warranted.
- Ability to follow prescribed menus and recipes as well as specific oral and written instructions
- Ability to effectively manage and direct food service employees.
- Ability to prepare routine reports and to compute food quantities for special diets and/or regular menus.

Minimum Education and Experience

High school or General Educational Development diploma and one year of experience in the preparation and serving of food in large quantities in a commercial or institutional kitchen; education and/or experience directly related to the job and consistent with accepted practices or the trade equivalent to two years of experience in a commercial and/or institutional kitchen.