

JOB DESCRIPTION

JOB TITLE: FOOD SERVICE SUPERVISOR
REPORTS TO: DETENTION CENTER CAPTAIN
DEPARTMENT: SHERIFF
DIVISION: DETENTION CENTER

ORIGIN DATE: MAR 1987
REVISION DATE: MAY 2019
DEPARTMENT NO: 10-20

JOB SUMMARY:

This is a non-exempt, level 4 position that involves the supervision of all food service staff and the activities common to a food service center.

PRIMARY DUTIES:

1. Supervise all kitchen staff employees. Assure preparation of the required three daily meals each day of the week for the current jail population.
2. Plan the breakfast, lunch and dinner menus by quarters for each year. Prepare the time and work schedules for the food service staff each week.
3. Assure preparation of meals requiring a special dietary need for health or religious needs.
4. Research books and nutritional sources for new and different ideas for meals.
5. Contact vendors to acquire food and beverage supplies and cleaning materials.
6. Assure clean linens and sanitation of all food service facilities.
7. Assure proper maintenance of all food service facilities and secure equipment maintenance needs by notifying the Captain.
8. Assure proper maintenance and replacement when necessary of utensils.
9. Maintain accurate and current records regarding food service operations. This includes records of invoices and repairs.
10. Show up for work on a regular and predictable basis as scheduled.

INTERMITTENT DUTIES:

1. May be required to attend training sessions or seminars.
2. May be required to participate for 2-3 years in the WorkWellKS training seminars and the Lyon County, Kansas Wellness Team roles as: Convener, Facilitator, Secretary, Communications/Promotion, Liaison to the Executive, Meaningful Employee Engager, Event Planner, Benefits Liaison, Data Liaison, and/or Facilities.

BASIC REQUIREMENTS:

1. **Experience:** Five years of institutional or commercial food preparation with two years' experience in food ordering and menu planning required. Must attain competent level of performance immediately.
2. **Education:** High School diploma, G.E.D. or equivalent required. Two years of technical or culinary school education leading to an associate degree desirable
3. **Knowledge:** Able to plan, schedule and prepare meals for large numbers of people. Able to receive, interpret and follow verbal and written instructions.
4. **Skills:** Operate all food service equipment.

5. **Problem Solving:** Moderate planning cycle.
6. **Decision Making:** Moderate, generally follows established policy and procedures.
7. **Supervisory:** Direct supervision of up to five people.
8. **Financial/Budgetary:** No cash transactions handled. Does assist with food budget preparation and review.
9. **Interpersonal:** Department staff, food and equipment sales and vendors.
10. **Language Skills:** Must be able to read write and speak English fluently, ability to speak second language helpful.
11. **Working Conditions:** Excellent facility. Subject to overtime and filling in for vacations or sick employees.
12. **Physical Requirements:** Frequent lifting up to 50 pounds to a height of 72 inches. Requires sufficient visual acuity to read and write and operate kitchen equipment. Requires sufficient hearing level to be able to deal with the public and communicate with others directly or by telephone.

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Detention Center Employees hired after September 1, 2018:

Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position.

For the Classification Series of LYON COUNTY/CITY OF EMPORIA: DETENTION OFFICERS:

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 50lbs occasionally (less than 33% of the time or 1-100 times per day). (maximum pounds)
2. Employee lifts/carries 40lbs frequently (34%-66% of the time or 100-500 times per day). (maximum pounds)
3. Employee lifts/carries 20lbs constantly (67%-100% of the time or over 500 times per day). (maximum pounds)
4. Employee's position requires pushing a maximum force of 107
5. Employee's position requires pulling a maximum force of 107

SAFE LIFTING CRITERIA:

Floor to knuckle: 50 lbs
 12" to knuckle: 50 lbs
 Knuckle to shoulder: N/A
 Shoulder to overhead: N/A
 Carry: 50 lbs
 Push: 107lbs force (sled + 235 lbs)
 Pull: 107lbs force (sled + 235 lbs)

By signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation. I understand that being dishonest about the abovementioned can lead to disciplinary procedures up to and including termination.

Signature _____

Date _____

Lyon County Representative Signature _____