STATE OF INDIANA
CLASSIFICATION SPECIFICATION

Class Title: Food Service Supervisor 6
Class Code: 009DB6
FLSA Status: Non-Exempt
Salary Schedule: SAM PAT 6
Effective Date: 8-22-14

Summary
Incumbent serves as supervisor of facility workers in setting up lines and serving food to patients or inmates and in clean-up activities in a designated dining area and/or dishwashing room in a state facility.

Duties:
- Supervises the cleaning of dining areas, serving areas and dishwasher room;
- Assigns daily work to each employee;
- Ensures that correct portions for regular and modified diets are served to each resident;
- Trains new food service area workers in the dish room or on the serving line;
- Instructs workers on proper use and maintenance of dishwasher and serving line equipment;
- Ensures proper sanitation standards are maintained in dining and dishwashing areas;
- Fills out work orders for repairs;
- Requisitions and maintains inventory of food and supplies in area;
- Interviews new applicants and makes recommendations for hiring, promotions and dismissals;
- Performs related duties as required.

Job Requirements:
- General knowledge of equipment and methods used on large scale food service including portion control;
- Working knowledge of efficient cleaning methods and facility sanitation standards;
- Working knowledge of food production activities as they relate to serving regular and modified diets;
- Ability to train, plan and supervise work of other employees;
- Ability to plan and maintain efficient work flow and work distribution;
- Effectively communicate, both orally and in writing;
- May be required to work rotating shifts and weekends.

Difficulty of Work:
Incumbent is responsible for efficient serving of food to patients and for maintenance of clean and sanitary dining and serving areas. Work is performed under moderate supervision following standardized work procedures.

Responsibility:
Incumbent is responsible for food preparation and serving; planning efficient work distribution for total food service staff working on a designated shift; and dining and kitchen area sanitation. Work involves requisitioning appropriate food and supplies necessary for their designated area so responsibility.

Personal Work Relationships:
The incumbent will work with assigned staff, other agency personnel and residents.

Physical Effort:
Work involves some lifting of heavy food service equipment and pushing food carts, frequently standing over dishwashing equipment and serving lines. Incumbent is required to stand, walk, lift and bend continuously but extensive effort is exerted for short periods of time.

Working Conditions:
The incumbent is frequently exposed to variations of hot, humid and cold areas. Poor ventilation is frequently present. Exposure to grease, noise and moving parts from food service equipment is also present.