

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS FOOD SERVICE SUPERVISOR I

Position Code: 09793
Effective: 11-15-01

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, is responsible for the preparation and serving of meals on an assigned shift in a state correctional institution; instructs and directs residents assigned to a general kitchen or specialized cooking facility; assists in estimating needs of food products for menu preparation; enforces and maintains disciplinary, safety, sanitary, security, and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Instructs and directs residents in the cooking and serving of meals.
2. Instructs, directs and participates in the cleaning, sanitation and maintenance of kitchen equipment and utensils.
3. Maintains perpetual inventory of food and supplies; maintains records of the disposition of foods to the various kitchens.
4. Trains and instructs residents in the cutting, preparing, processing and storing of meat products, or the preparation of bakery goods, e.g. mixing of dough, baking of bread, cakes, pastries, and operation of baking equipment and utensils.
5. Specifies quantities of foods to be prepared and served; inspects food before, during and after cooking to ensure proper preparation and compliance with recipes and menus.
6. Inspects food and supplies received; assures their proper storage; checks quality against grading certificate.
7. Searches residents and work area for contraband; maintains accurate account of supplies used and equipment issued and used.
8. Reports infractions of rules by residents and employees to superior for disciplinary action.

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9. 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 two years experience in food preparation in large-scale food operation.

Requires completion of an approved course in the pre-service orientation-training course within six months of employment.

Requires the possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health.

Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification.

Knowledges, Skills and Abilities

Requires thorough knowledge of food service sanitation.

Requires extensive knowledge of institutional rules, regulations, and requirements for the control of residents.

Requires working knowledge of food and nutritional values.

Requires ability to instruct and supervise residents.

Requires ability to work in conformance with the provisions of the Illinois Food Service Sanitation rules and regulations pertaining to methods and procedures.

Requires ability to prepare unusual incident reports which include accidents or violations of rules by employees or residents.

Requires ability to plan and lay out work according to requirements of assignment and to lead residents by example and instruction.

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

Requires ability to judge quality of food; follow the master menu, and to estimate quantity needed.

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