

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS FOOD SERVICE SUPERVISOR II

Position Code: 09794
Effective: 3-16-88

DISTINGUISHING FEATURES OF WORK:

Under general supervision, oversees the food service operations of a small correctional institution; directs lower level employees and residents in the preparation and serving of food and the cleaning of the officers' or residents 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; enforces and maintains disciplinary, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Estimates and coordinates requirements of food supplies. Directs and instructs resident 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. Evaluates food quality and acceptability by the food consumer; ensure conformance with the master menu and recipes.
3. Makes report of meals served, time required to serve the shift and condition of trays, utensils, and silverware.
4. Maintains records and completes special reports as required.
5. Inspects kitchen and dining area to insure good sanitation practices; checks sanitary condition of utensils and equipment; maintains and directs the maintenance and repair of kitchen equipment, machinery and tools utilized.
6. Maintains a perpetual foods inventory for the kitchen and dining area assigned; approves or disapproves quality and quantity of food and supplies received.
7. Reports infractions of rules by residents and employees to superiors for disciplinary action; inspects residents for contraband; checks on personal cleanliness and sanitary practices that resident and employee food handlers must observe.
8. Directs subordinates in maintaining necessary and accurate count of equipment issued and materials used.

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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 high school.

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

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

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

Knowledges, Skills and Abilities

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

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 residents by example and instruction.

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 residents.

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.