

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS FOOD SERVICE SUPERVISOR III

POSITION CODE: 09795  
Effective: 3-16-88

DISTINGUISHING FEATURES OF WORK:

Under direction, is responsible for the training, supervision and administration of a Corrections Food Service Program that includes the acquisition and distribution, preparation and serving of foods for a Correctional facility; supervising all phases of the Food Service Program not requiring professional dietetic responsibilities; supervises subordinate dietary employees; estimates needs of food products for menu preparation; enforces disciplinary, safety, sanitary and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs a major food service function in a correctional cooking facility that includes acquisition, preparation, distribution and serving of foods to insure that the most economical and efficient utilization of stores is attained. Ensures adherence with the master menu for general and therapeutic diets.
2. Trains and supervises subordinate employees engaged in food service activities.
3. Orders food and supplies; prepares and maintains inventory records; inspects the quality of foods received and stored.
4. Directs the proper use of facilities and equipment in the institutional kitchen and dining room areas; conducts inspection of equipment and facilities in consideration to sanitation, safety and maintenance; prepares inspection reports.
5. Reports infractions of rules by residents and employees; inspects residents assigned to the kitchen and dining areas for contraband and scrutinizes the sanitary aspects of persons engaged in food service.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## CORRECTIONS FOOD SERVICE SUPERVISOR III (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school.

Requires three years institution food preparation experience such as could be gained as a Corrections Food Service Supervisor I or II or supervisory experience in a large-scale food service operation.

Requires completion of a 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.

#### Knowledges, Skills and Abilities

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

Requires extensive knowledge of large-scale food service procedures and practices.

Requires extensive knowledge of preparing, serving and acquiring food on a large-scale basis.

Requires working knowledge of health and safety requirements to a large-scale food service.

Requires ability to control and manage large-scale food service operations with efficiency and economy by example and leadership.

Requires an ability to interpret the provisions of the Illinois Food Service Sanitation rules and regulations.

Requires ability to maintain satisfactory working relationships with other employees and residents.

Requires ability to instruct and supervise subordinates and residents working in all important food service functions.

Requires ability to keep food service records, conduct inventories, prepare reports and requisition food and other supplies.

Requires ability to plan for efficient mass preparation and serving of meals.

Requires ability to inspect food supplies and to judge quality and condition.

Requires ability to direct the proper use of machinery, equipment and facilities used on the food service.

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