

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

FOOD PRODUCTION SUPERVISOR

DEFINITION

Performs supervisory work in one or more areas of a food service program; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of food service staff and occasionally residents; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Directs one or more areas of a food service program at a state institution.

Instructs resident personnel in the skill of food service work.

Checks and reports any malfunctions in equipment.

COMPETENCIES REQUIRED

Knowledge of the methods used in volume food production work.

Knowledge of departmental policies, procedures, and regulations.

Knowledge of the basic principles of supervision.

Knowledge of all areas of food service work.

Ability to plan, assign, and supervise the work of subordinates.

Ability to express ideas orally and in writing.

Ability to maintain food production records.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to three years of full-time work in food preparation or food service work in a commercial, military, or institutional setting;

OR

any equivalent combination of experience and education, substituting one year of college coursework in dietetics, nutrition, food management, or a closely related area for each year of the required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months of full-time work as a Cook 2, Baker 2, Ingredient Room Worker 2 or Food Service Leader;

OR

employees with current continuous experience in the state executive branch that includes experience equal to one year of full-time work as a Cook 1, Baker 1, Ingredient Room Worker 1 or Food Service Worker;

OR

employees with current continuous experience that includes any combination of the above experience equal to one year of full-time employment.

Effective Date: 12/98 GR