City of Chesapeake	Class Title: Food Service Supervisor

Position Code: 7490	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to oversee the activities and operations for food preparation in assigned area. The class is responsible for planning and assigning activities, supervising subordinate staff, participating in food preparation, ordering supplies, and inspecting kitchen equipment. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS
• Plans, assigns, and supervises food preparation activities for subordinate staff including cooking and serving.
• Oversees and inspects the cleaning and maintenance of kitchen utensils and equipment to ensure proper sanitation.
• Participates in food preparation and instructs and assists staff with the operation of kitchen equipment.
• Orders and receives supplies to maintain inventory and assists with cost preparation.
• Assists with administering personnel actions for staff including hiring, training, evaluating, and processing payroll information.
• Prepares related documentation such as inventory and food consumption records.
• Performs related tasks as necessary such as preparing menus.
• Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs manual and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in home economics, food preparation, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	Health Certificate for food preparation, possession of eligibility for Department of Health Food Service Manager's Certification

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.