

FOOD PRODUCTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class supervises and coordinates the operation of Food Production Unit of the Westchester Medical Center or food service contracts for the Westchester County Department of Corrections. This position is responsible for monitoring and coordinating the activities of the staff who prepare meals for patients and/or inmates and staff. Responsibility involves monitoring the quality, quantity, and costs of food produced, as well as timeliness of its preparation. Supervision may be exercised over small staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements standards for the costs, quality and quantity of food produced in the production area;

Participates in meal planning with the Dietitians or Food Service Managers to insure the proper utilization of available food;

Keeps track of food consumption rates to determine the type and quantity of meat, vegetables and other food to purchase;

Supervises Dietary Aides, Food Service Managers and Cooks to insure that meals are prepared and served in the prescribed manner;

Meets regularly with Food Service personnel to discuss production schedules and other related issues;

Conducts regular inspections of patient and/or inmate trays and employee meals to insure attractiveness, palatability and proper temperature;

Conducts regular inspections of purchased and stored foods to insure quality standards;

Develops work schedules for Food Service staff to insure adequate staffing;

Trains and orients new Food Service employees;

Trains Dietetic Interns during their rotation in the kitchen area when assigned to the Medical Center;

Reviews equipment used in the kitchen to insure proper functioning, keeps records of maintenance and completes work orders for needed repairs;

Attends meetings and conferences as needed.

WHEN ASSIGNED TO THE DEPARTMENT OF CORRECTIONS:

Ensures that the administrative processes involved in the, awarding and monitoring of contracts are handled in a timely and efficient manner;

EXAMPLES OF WORK: (Illustrative Only) (Con't)

Monitors contractual funding to ensure prompt and accurate payment, and ensures that funding is drawn from appropriate sources;

Prepares cost projections, time schedules, progress reports and other reports related to the monitoring of contracts;

Coordinates and monitors the use of inmate workers in all contractor controlled food service areas and on the inmate housing floors;

Conducts regular inspections to ensure that the County's buildings and equipment are being correctly handled by the contractor and inmate workers under their control;

Regularly evaluates the manner in which food is prepared, held, transported, portioned and distributed to inmates and staff;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of therapeutic dietetics and nutrition; good knowledge of the practices and procedures involved in large scale food production and service; knowledge of food preparation techniques involving various menus; ability to demonstrate efficiency and economy in the preparation of large quantities of food; ability to recognize and implement quality food standards; ability to operate and handle kitchen equipment and utensils and teach others in their proper use; ability to plan and supervise the work of a large kitchen staff; ability to communicate effectively both orally and in writing; ability to work well with others; initiative; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Master's Degree* in Foods, Nutrition, Dietetics or Institutional Food Management and one year of supervisory experience in the kitchen of a hospital, health care facility or large institution preparing food in large quantities; or (b) a Bachelor's Degree* in one of the above fields and two years experience in the kitchen of a hospital, health care facility or large institution preparing food in large quantities, one of which must have been at the supervisory level; or (c) a Bachelor's Degree* supplemented by successful completion of a program in an approved food preparation or culinary school and two years of experience as described in (b), one of which must have been at the supervisory level; or (d) an Associate's Degree* in Foods, Nutrition, Dietetics, Culinary Arts or Institutional Food Management and three years of experience as described in (b), two of which must have been at the supervisory level.

SUBSTITUTION: Certification by the American Dietetics Association may be substituted for the one year of supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C2324
Job Group: X