

Market Range Detail - Food Services Supervisor

Effective Date

April 14, 2010

Market Range Title Description

Positions in this market range title are responsible for directing and supervising the operations of the Food Services and Distribution Divisions of the Sheriff's Office to ensure the service and delivery of food to all inmates in a safe and secure manner. This position is the second line supervisory position and is distinguished from the Food Services Shift Supervisor in that latter's oversight and supervision is limited to the assigned kitchen for a single unit whereas the Food Service Supervisor is responsible for directing all kitchen and distribution daily operations. This position is distinguished from the Food Services Assistant Manager in that the latter has responsibility for assisting the Food Services Manager with the overall administration, strategic planning, and operations of the Food Services Division.

Work is accomplished through subordinate Food Service Shift Supervisors, Food Service Workers, and inmate workers. Supervisory responsibilities include: developing and monitoring performance plans, evaluating performance, training, counseling and coaching staff, determining work schedules and priorities, and interviewing and selecting staff. Other typical job duties include: overseeing food service equipment maintenance, monthly inspections, cook-chill, and bakery production; evaluating the quality of food services; ensuring 24 hour food service staff coverage; coordinating the donated food program; inspecting all facilities ensuring that all operations adhere to safety and health standards; ensuring meals are delivered on schedule; assisting management in developing goals and strategies to manage meal and production costs; participating in menu planning; maintaining division budgets; preparing and analyzing food production statistics and preparing reports and briefings for management; ensuring food and equipment inventory control; contacting vendors regarding supplies and equipment; preparing purchase requests to maintain inventories. The Food Service Supervisor reports to either the Food Service Assistant Manager or Food Service Manager.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$21.31	\$25.12	\$28.93

Likely Minimum Qualifications

- Four years of high-volume food preparation experience
- One year of lead and/or supervisory experience in a high volume food service environment
- Other combinations of education and experience may be considered in substitution for the minimum qualifications
- High School Diploma or GED

Working Titles

- Food Services Supervisor

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.