

COOK SUPERVISOR

KIND OF WORK

Supervisory food preparation work.

NATURE AND PURPOSE

Under limited supervision/procedural control, supervises staff who prepare and handle food in a State institution so that health and sanitation regulations and licensure standards are maintained in meeting the nutritional needs of institution residents; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work samples given, nor does the list include all that may be assigned.)

Supervises subordinate staff in preparing and handling food by interviewing and selecting employees, scheduling hours of work, authorizing leaves of absence, making work assignments and directing the completion of assignments.

Reviews and evaluates the performance of subordinate staff so that work meets established performance standards by writing/updating position descriptions, standards of performance and individual development plans; by conducting formal performance appraisals and taking action or recommending action to be taken to reward/discipline employees.

Maintains adequate food supplies so that resident nutrition needs are met by ordering food, receiving and inspecting delivered food, rotating stored food and conducting periodic inventories of food.

Prepares food for resident consumption by assisting in the testing and standardization of menus; by directly or independently performing the baking, steaming, frying, browning, etc. of foods; and by checking the positioning and placement of items on food carts.

Implements Health Department regulations to ensure sanitary conditions by monitoring the handling and storage of food; by taking the temperature of foods prior to delivery and correcting identified violations; by modeling and explaining approved procedures of personal hygiene including handwashing, smoking and hair control; and by checking stationary equipment for cleanliness.

Monitors the safety and health practices of staff to comply with licensure standards and legal requirements by regularly inspecting the work site and eliminating hazards; by reporting malfunctioning equipment and unsafe working conditions; by instructing staff in safety procedures; and by documenting employee accidents.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Collective bargaining agreements and salary plan provisions sufficient to select employees, schedule hours of work and leaves of absence and make work assignments and to reward/discipline employees.

Proper food handling and storage procedures sufficient to ensure sanitation and prevent spoilage.

Inventory and ordering procedures sufficient to maintain adequate food supplies.

Food preparation processes sufficient to bake, steam, fry and brown foods.

Health Department regulations pertaining to food preparation and storage sufficient to ensure their implementation.

Safety and sanitation regulations sufficient to ensure compliance in the work place.

Institution and department reporting procedures sufficient to properly document employee accidents.

Ability to:

Conduct structured employment interviews and monitor and assess staff performance.

Write position descriptions and establish standards of performance.

Assist in testing and standardization of manuals.

Identify and correct violations of Health Department regulations.

Model appropriate hygiene and safety techniques for staff.

Est.: 7/82
Rev.: 4/84

TC.:
Former Title(s):