

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. FOODSPV1A13N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Food Services Supervisor-1	10. Division Correctional Facilities Administration
5. Working Title (What the agency calls the position) Food Service Shift Supervisor	11. Section Food Services
6. Name and Position Code Description of Direct Supervisor VACANT; FOOD SERVICE DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor VACANT, ADMINISTRATIVE MANAGER	13. Work Location (City and Address)/Hours of Work Facility - Various / 80 hours per pay period various

14. General Summary of Function/Purpose of Position

The position serves as Food Services Shift Supervisor at a correctional facility with responsibility for directing the work of subordinate staff and prisoner workers during a shift in food service operations. This involves directly overseeing and managing the preparation and serving of three meals daily, including the service of general population meals, religious meals, and therapeutic diets. The Food Services Shift Supervisor oversees subordinate staff and trains prisoner workers in quantity food service preparation and serving of meals in a prison food service setting, while ensuring adherence to policy directives, State-Wide menu, operating procedures, nutritional standards, safe food handling practices, proper sanitation, environmental and fire safety requirements. Through direct supervision of subordinate Cooks and indirect supervision of a prisoner workforce, the position operates in collaboration with custody staff to ensure the safety and security of a correctional facility.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 30

Provide direction and supervision of the Food Service operations on a shift; coordinate, supervise, and monitor staff and prisoner workers in meal planning, preparation, and timely distribution of nutritious meals in accordance with state and federal regulations; and ensure a safe and secure work environment for staff and prisoners. Direct and enforce sanitation standards in Food Services.

Individual tasks related to the duty:

- Develop cleaning procedures and schedules for use in training and directing the work of prisoner workers. Oversee sanitation processes to ensure adherence to approved techniques and procedures.
- Supervise staff and prisoner workers performing sanitation procedures during the shift to ensure adherence to prescribed policies, regulations, and public health standards.
- Perform pre-shift and post-shift sanitation inspections.
- Account for all food services tools and equipment pre- and post-shift.
- Assist in setting food service priorities, coordinating activities, and assigning work of Cooks and prisoner workers.
- Ensure proper supplies are available to meet menu requirements for the shift.
- Ensure statewide, standardized menus are followed and approved recipes are used.
- Supervise the preparation and cooking of meals, food reconstitution, and proper use of equipment. Ensure strict adherence to all safety protocols.
- Ensure proper time and temperature settings are used in storing, preparing, and serving food.
- Oversee the distribution and portioning of food to enforce sanitation and food quality standards.
- Monitor serving lines to ensure uniform food portioning.
- Monitor therapeutic, religious, and holiday meals for compliance with requirements.
- Safeguard the proper use of critical and dangerous tools, equipment, and hazardous chemicals.
- Participate in grievance process with prisoners when it pertains to food service operations.

Duty 2

General Summary:

Percentage: 30

Hire, supervise, schedule, coordinate, and evaluate the performance of food service staff; develop and conduct in-service and on the job training. Ensure Cook 7s are appropriately lead working and training prisoner workers.

Individual tasks related to the duty:

- Supervise Cooks lead working prisoner crews to verify that prisoners are instructed in the proper methods of food handling, storage, and preparation. Ensure training includes safe and proper use of food service equipment and tools.
- Identify training needs for Cooks and prisoner workers; provide or arrange for training as appropriate.
- Examine work performed by Cooks and prisoner workers to evaluate performance.

- Verify that all prisoners scheduled to work the shift are present and counted.
- Address prisoner workers misconduct and disciplinary issues.
- Ensure Cooks and prisoner workers meet uniform, footwear, and hygiene requirements.
- Ensure proper labor relations and conditions of employment are maintained.
- Interview, hire, and provide orientation to subordinate Cook staff.
- Direct job orientation and write job descriptions for subordinate staff and prisoner workers.
- Address employee performance and disciplinary issues.
- Prepare staff schedules and production schedules.
- Verify and evaluate employee performance through the review of work techniques and completed assignments..
- Maintain prisoner reports including work evaluations and pay information.
- Prepare and audit payroll for staff, and approve prisoner payroll.
- Implement safety training and monitor the use of proper personal protection gear.

Duty 3

General Summary:

Percentage: 20

Oversee general condition and maintenance of Food Service area and equipment. Receive and store incoming food and non-food supplies. Perform various administrative functions to assist the director with budget and inventory control.

Individual tasks related to the duty:

- Inspect food service equipment to ensure it is in working order. Notify supervisor and complete maintenance request if repairs are necessary.
- Receive incoming supplies upon arrival at Food Services. Verify proper items and amounts.
- Check condition of items for quality, damage, and appropriate temperatures. Accept or deny items based on these factors.
- Ensure control and security of all incoming food and non-food items.
- Ensure items are controlled, secured, and properly stored to maintain safety and quality.
- Assists the director with budget projections and recommendations.
- Assist the director in monthly inventory and food cost breakdown, year-to-year costs, actual food costs, and number of meals served.
- Prepare orders for essential products, fresh produce, dairy supplies, and bakery products maintaining budget limitation and following procurement procedures.
- Audit payroll for all subordinate Cook staff and prisoners.

Duty 4

General Summary:

Percentage: 15

Assist in directing the Food Service operation in compliance with facility policies and procedures, state regulations, and federal requirements, ensures completion of all reporting and auditing measures.

Individual tasks related to the duty:

- Conduct audits according to MDOC guidelines to ensure food service quality, environmental safety and infection control.
- Ensure Food Service meets all sanitation requirements.
- Document facility food service metrics and ensure compliance with department goals.

- Complete critical tool, equipment, hazardous materials, job safety, sanitation, incident, and fire safety reports.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Oversee the planning, preparing and serving meals. Meal changes if needed. Routine hiring and discharge of prisoner workers. Staff work schedules and approval of annual or sick leave. Task assignments.

17. Describe the types of decisions that require the supervisor's review.

Equipment requests. Corrective action involving employees.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Extensive standing, walking and sitting. Stooping, bending, kneeling, crouching and crawling. Climbing and lifting up to 50 pounds. Exposed to the inherent dangers of working in secure perimeter and around prisoners. Walking to food service operations and if applicable satellite kitchens and feed in housing units in adverse weather while being exposed to hot and cold temperatures outside and inside buildings. Exposure to unpleasant fumes and odors. Exposure to high decibels of noise from pots and pans area. The position is located within the secure perimeter of the facility.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

Multiple Cook 7's

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The position directs the work of subordinate staff in the correctional facility's food service operation. The position coordinates and oversees the work activities of Cook positions and prisoner workers on an assigned shift.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Position

25. What is the function of the work area and how does this position fit into that function?

The work area prepares and serves nutritious meals to prisoners and staff within the secure perimeter of a correctional facility. Facilities may house prisoners from one or multiple custody/security levels. Meals are provided three times per day, to prisoners in main kitchens, satellite kitchens, and feed-in units; select facilities also provide meals to local jails. Meals are prepared from standardized menus and recipes and may include those prepared for therapeutic or religious purposes, or in observance of holidays. This position is responsible for supervising food services employees and overseeing prisoner work crews in preparing and serving meals while maintaining high sanitation standards and collaborating with custody staff to provide safe and secure food service operations. The position ensures adherence to policies and procedures, food safety laws and codes, public health standards, and budgetary guidelines.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Food Services Supervisor 9

Four years of experience overseeing a variety of quantity cooking and food preparation tasks equivalent to a Cook, including three years equivalent to a Cook E6 or two years equivalent to a Cook 7.

Alternate Education and Experience

Food Services Supervisor 9

Possession of an associate's degree in dietetics; food services management; hotel, restaurant and institution management; or human nutrition and two years of experience overseeing a variety of quantity cooking and food preparation tasks, including one year equivalent to a Cook E6 may be substituted for the experience requirement.

OR

Possession of a bachelor's degree in dietetics; food services management; hotel, restaurant and institution management; or human nutrition and no experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of quantity food preparation, services procedures, and practices; of the nutritional value, adaptabilities and uses of various foods; of mathematical calculations used in determining the number of servings in a given amount of food; of numbers and types of workers needed to staff a large foodservice operation; of equipment and supplies used in quantity food preparation and service and its care and operation; of quantity food purchasing, receiving and storage; of quality assurance, infection control, and environmental safety procedures; of occupational hazards and safety regulations and rules; of standards of sanitation and cleanliness employed in handling food; of employee policies and procedures and supervisory techniques. Ability to prepare work reports and correspondence; to maintain inventories and requisition supplies and equipment; to instruct, evaluate and supervise employees; to plan work schedules and maintain work standards; to operate equipment and tools used in the foodservice industry; to communicate and work well with others.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor_____
Date**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

PAUL DEAN

3/29/2018

Appointing Authority_____
Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee_____
Date