

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. FOODSPV1

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Corrections Facility Administration
<b>4. Civil Service Position Code Description</b> Food Services Supervisor-1	<b>10. Division</b> Food Service
<b>5. Working Title (What the agency calls the position)</b> Food Services Supervisor	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; DIETITIAN NUTRITIONIST MGR-1	<b>12. Unit</b> Green Oaks Training Academy Kitchen
<b>7. Name and Position Code Description of Second Level Supervisor</b> RIGHTER, JOHN E; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Green Oaks Training Academy - Whitmore Lake, MI / Monday-Friday (Varies)

**14. General Summary of Function/Purpose of Position**

The position serves as Food Services Shift Supervisor at a Green Oaks Training Academy with responsibility for directing the work of subordinates during a shift in food service operations and acts as the Person -in -Charge in the absence of the Food Service Manager. This involves directly overseeing and managing the preparation and serving of three meals daily, including the service meals, and therapeutic diets. The Food Services Shift Supervisor oversees subordinate staff and trains staff in food service preparation and serving meals, while ensuring adherence to policy directives, designed and approved menu, operating procedures, nutritional standards, safe food handling practices, proper sanitation, environmental and fire safety requirements. Through direct supervision of subordinate Cooks and Domestic Aids, the position operates in collaboration with the Food Services Manager and other staff to ensure that adequate food supplies are available, food quality meets high standards, adequate staffing is available, meals are served on time, operation is clean, food and operation are safe, and cost controls are maintained.

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 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. Direct and enforce sanitation standards in Food Services. Reports daily to Food Services Manager to review notable topics.

**Individual tasks related to the duty:**

- Develop cleaning procedures and schedules for use in training and directing the work of Cook 7's and Domestic Aids. Oversee sanitation processes to ensure adherence to approved techniques and procedures.
- Provide all Cooks and Domestic Aids with the necessary training required to complete tasks at a meet or exceeding level of expectation.
- Demonstrate proper methods for completing job tasks.
- Supervise staff in 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.
- Assist in setting food service priorities, coordinating activities, and assigning work of Cooks and Domestic Aids.
- Ensure proper supplies are available to meet menu requirements for the shift.
- Ensure 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.
- Ensure proper customer service is provided, and patron request and/or complaints are handled promptly, appropriately and professionally.
- Monitor therapeutic meals for compliance with requirements.
- Safeguard the proper use of tools, equipment, and hazardous chemicals

**Duty 2**

**General Summary:**

**Percentage: 30**

Supervise, schedule, coordinate, and evaluate the performance of food service staff; develop and conduct in-service and on the job training. Ensure staff are completing duties are required.

**Individual tasks related to the duty:**

- Supervise staff to verify 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 to provide or arrange for training as appropriate.
- Examine work performed by staff to evaluate performance.
- Ensure all staff meet uniform, footwear, and hygiene requirements.
- Ensure proper labor relations and conditions of employment are maintained.
- 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.
- Prepare and audit payroll for staff.
- Implement safety training and monitor the use of proper personal protection gear.
- Counseling of employees to address/correct problems.

**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 system (COMS) data entry and review.
- Assist the director in weekly inventory and Food Cost troubleshooting to ensure accurate reporting.
- Prepare and place orders for essential products, fresh produce, dairy supplies, and bakery products maintaining and ensures packing slips match receivers and all needed product is available and accounted for.

**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 equipment, hazardous materials, job safety, sanitation, incident, and fire safety reports.
- In emergent situations, assist with any job task necessary to provide proper meals to patrons while maintaining food safety and sanitation standards. Tasks may include preparing meals, serving and cleaning.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

**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. 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. Walking to food service operations 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.

**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**

This position would supervise approximately 1 Cook 7, 2 cook E and a Domestic Service Aide

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

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| Y | Complete and sign service ratings. | Y | Assign work.                      |
| Y | Provide formal written counseling. | Y | Approve work.                     |
| Y | Approve leave requests.            | Y | Review work.                      |
| Y | Approve time and attendance.       | Y | Provide guidance on work methods. |
| Y | Orally reprimand.                  | Y | 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 Cooks and Domestic Aids 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 recruits, staff and guests. Meals are provided three times per day. Meals are prepared from approved menus and recipes and may include those prepared for therapeutic Diets. This position is responsible for supervising food services employees and serving meals while maintaining high quality and sanitation standards and collaborating with 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 performing 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; culinary arts; 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; culinary arts; or human nutrition 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

6/30/2025

\_\_\_\_\_  
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