



Office of Human Resources
Food Production Supervisor - CJ2524
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General Statement of Duties

Supervises the work of Cooks and Food Service Workers responsible for the cooking and serving of food and preparation of trays for Denver Health Medical Center.

Distinguishing Characteristics

This class is distinguished from the Institution Food Steward Supervisor class that supervises work of Institution Food Steward employees in the production and preparation of food in a correctional institution.

Essential Duties

Organizes, directs and coordinates functions and activities in the food service department.

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Monitors the entire cafeteria operation to ensure that standards of quality, hygiene and efficiency are met.

Checks and prepares patients' trays according to dietary requirements.

Implements safety standards and develops procedures to ensure compliance.

Monitors the preparation of food and prepares it as required.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Performs and/or delegates tasks such as tray stripping, dish washing, pot and pan washing, and cleaning of kitchen equipment, carts, floors, etc.

Attends meetings to coordinate work with other functional areas and resolve problems specifically related to the supervised function.

Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.

Initiates and recommends disciplinary action for employees as necessary.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of methods and procedures specific to maintaining sanitary food preparation conditions sufficient to be able to direct, coordinate and participate in the preparation of food.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct situations.

Level of Supervision Exercised

Supervises two or more employees who do not supervise.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of experience performing large scale food preparation and food service activities.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Potential exposure to housekeeping/cleaning agents/chemicals.
Potential exposure to odors in kitchen and/or patient areas.
Handles absentee replacement on short notice.
Subject to burns and cuts.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: Transporting or moving an object.
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Repetitive motions: Making frequent or continuous movements.
Standing: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check
Employment Verification

Assessment Requirement

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-617
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: