

State of Georgia Job Description

Job Family: Food-Farm
Job Code: FFT013
Job Title: Food Svc Spec Spv
Functional Level: Supervisor (SPV)
Pay Plan: Statewide Salary Plan (SWD)
Grade: K
Salary Range: \$44,998.81 - \$59,143.37 - \$73,287.92

Job Summary:

Supervises, guides, and/or instructs the work assignments of subordinate staff. Plans, directs, or coordinates activities of an organization or department that serves food and beverages. Coordinates the preparation of food for institutions, schools, hospitals, lodges, or cafeterias. Ensures adequate inventory of food and related supplies.

Primary Duties & Responsibilities:

- Supervises and plans work of assigned staff
- Takes customer orders, apportions food on plates and serves food to facility residents, employees and patrons and take out orders.
- Coordinate and oversee culinary/banquet needs
- Oversees food service inventory and estimates the amount and cost of required supplies such as food and ingredients.
- Implements the management of the food and supply purchase, delivery, storage and issue system
- Keeps records required by government agencies regarding sanitation and food subsidies when appropriate
- Manages all food production and service activities
- Monitors compliance with health, sanitation, safety and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities.
- Monitors compliance with safety, sanitation and health rules and standards
- Monitors food preparation methods, portion sizes, garnishing, presentation and display of food
- Oversees quality control of all aspects of food service by conducting inspections for adherence to established guidelines
- Performs facility sanitation inspections
- Provides input for the development of food service operations policies and procedures
- Schedules and receives food and beverage deliveries, checking delivery contents in order to verify product quantity and quality
- Trains and directs staff and temporary workers in proper techniques of food preparation

Entry Qualifications:

High school diploma/GED and three (3) years of supervisory experience in a food service operation at the level of a shift supervisor; or one (1) year of experience at the lower level Food Svc Spec 3 (FFT012) or position equivalent.

Preferred Qualifications:

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

NOTE:

The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.