

FOOD SERVICES SUPERVISOR

LET'S TALK ABOUT FOOD!

ALBEMARLE –CHARLOTTESVILLE REGIONAL JAIL

This position is employed by the Albemarle-Charlottesville Regional Jail
This position is not employed by Albemarle County Public Schools & Local Government

The **Food Services Supervisor** is responsible for the supervision of inmate work force to provide appealing, nutritional meals; also does related work as required. Work is performed under the regular supervision of the Food Services Manager or Captain of Facilities. Supervision is exercised over all kitchen assigned inmate workers. Essential functions include, but are not limited to, the following:

- Assumes responsibility for the complete operations of the kitchen in the absence of the Food Service Manager and the Food Services Director;
- Takes the responsibility for that portion of the daily duties that the Food Service Manager or Director assigns, including cooking meats, vegetables and other foods in accordance with the menu;
- Maintains documentation of all logs pertaining to the food services operations that are inspected by the Department of Corrections, the Health Department, as well as the Fire Marshall;
- Operates or supervises the operation of standard cooking equipment to include: ranges, mixers, food choppers, meat slicer, dish washer, and refrigerators-freezers;
- Assists in estimating and ordering food supplies for an estimated 12,000 meals a week;
- Supervises the cleaning and sanitizing of kitchen and equipment, washes dishes, pots, pans, and utensils;
- Verifies deliveries, inventories, and stocks food supplies. Maintains sanitary standards; conducts monthly inventories;
- Participates in the preparation and serving of over 1700 meals daily, plus insurance of compliance and adherence to the HACCP standards;
- Oversees an inmate work crew of 10 to 12 workers per shift that assist in preparing the meals;
- Conducts a visual daily health screening of all inmate kitchen workers before each shift;
- Maintains security of kitchen including a constant visual of all metal or sharp objects, all utensils shown on the shadow board; maintains a log as well as a call in count, to the Security Supervisors, of all knives and utensils;
- Must be able flexible to work evening and weekend shifts

QUALIFICATIONS:

General knowledge of materials and methods used in preparing meats, breads and other foods on a large scale, and of the use of utensils and equipment; general knowledge of food values and nutrition, skill in cutting and carving meat; ability to supervise others in elementary food preparation and

cooking processes; ability to establish and maintain effective working relationships with other employees. Completion of a high school diploma or GED; One to two years' experience in supervising, cooking and planning meals in large quantities is desired.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling and the ability to lift 50 lbs.

DEADLINE FOR APPLICATIONS: Until Filled

HIRING RANGE: \$43,098-\$69,111 hiring salary will be based on experience.

EQUAL EMPLOYMENT OPPORTUNITY:

Hiring for the Albemarle-Charlottesville Regional Jail shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or related medical conditions, age, marital status or disability unless otherwise permitted by Jail Board Authority policy or applicable law. Applicants hired by the Albemarle-Charlottesville Regional Jail must be citizens of the United States or legally authorized to work in the United States. Reasonable accommodations will be provided for persons with disabilities if requested.