

DUTY STATEMENT
DSH3002 (Rev. 04/2026)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name		Division Department of State Hospitals			
Position No / Agency-Unit-Class-Serial		Unit Nutrition Services			
Class Title Food Service Supervisor I (Safety)		Location Patton			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID S15	Work Week Group: 2	Pay Differential	Other
Under the general direction of the Food Service Supervisor II – supervise, directs and instructs Food Service Technician I/II's, in performing their duties and responsibilities, engage in serving meals, cleaning and maintaining work areas, equipment, and utensils; may instruct, lead, or supervise Industrial Therapy (IT) workers from the patient population and patients served; do other work as required.					
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%.				
40%	ESSENTIAL FUNCTIONS				
	<p>Cafeteria Responsibility Implement Nutrition Services goals and objectives; Assists in implementing policies and procedures; Promotes quality improvement in the operation of the cafeteria and acts based on identified problems and proposed solutions. Responsible for and assists with the receipt, storage, reheat, temperature maintenance, portion control, and service of meals to the patients. Monitors all handling of food items consistent with Hazard Analysis Critical Control Points (HACCP) principles. Ensure utensils and equipment are secured to prevent misuse or contraband risk, to maintain safety and comply with institutional security protocols. Monitors daily and weekly cleaning schedules to maintain appropriate sanitation standards; Monitors work area for safety including work orders/repairs, training, inspection meetings, accident/injury investigation and prevention. Monitors physical inventory on assigned cafeteria; Requisitions supplies for weekly and monthly orders; Responsible for processing/implementing diet orders as instructed by the Registered Dietitian or Dietetic Technician. Maintains a safe environment.</p>				
40%	<p>Personnel Management and Supervision Reviews the job performance of assigned staff and provides feedback to Food Service Supervisor (FSS) II; discusses appropriate action. Responsible for evaluating and assisting with documenting employee job performance including new employee on the job orientation, probation, and annual reviews. Collaborate with FSS II to complete probationary reports and yearly performance evaluations of all Food Service Technicians.</p>				

	<p>Collaborates with FSS II to administer progressive disciplinary process fairly and equitably.</p> <p>Provides supervision conforming to bargaining unit contracts and State management/supervision principles.</p> <p>Responsible for acquiring monthly 634 from each assigned employee.</p> <p>Schedules employees for daily work assignments.</p> <p>Maintain records and make reports on cafeteria activities.</p> <p>Assist cafeteria staff; Assist with department special functions.</p> <p>Adheres and enforces organizational EEO regulations to protect the employees' rights in accordance with federal regulatory law.</p>
20%	<p>Interpersonal Relationships</p> <p>Develops and maintains effective professional lines of communication with all staff, IT workers, and public.</p> <p>Promotes positive staff morale.</p> <p>Attends and participates in program and/or unit meetings, and if necessary, takes action based on identified problems and proposed solutions.</p> <p>Provides field experience for Dietetic Interns.</p> <p>Provide direction to IT workers by scheduling tasks, performance evaluation, time keeping, and planned scheduled treatment to Enhancement Services.</p>
Required Competencies	<p>SUPERVISION RECEIVED:</p> <p>Food Service Supervisor I is under the direction of the Food Service Supervisor II.</p> <p>SUPERVISION EXERCISED:</p> <p>The Food Service Supervisor I has supervisory responsibility over the Food Service Technician I and Food Service Technician II.</p> <p>ABILITY TO: Plan, organize, and direct the work of others; plan and conduct in-service training programs; analyze situations accurately and adopt an effective course of action; keep records and prepare reports; read and follow serving instructions for therapeutic diets. Reason logically and creatively; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise managers or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p>KNOWLEDGE OF: Arrangement and operation of dining areas and food service counters; various types of dining room and serving utensils and equipment and their uses; appropriate cleaning and preserving materials and their use in the maintenance of dining room utensils and work areas; dining room sanitation and safety measures; effective personnel practices; and general pantry operation. Computer literacy in Microsoft Excel Worksheets, Microsoft Word, Exchange (Outlook), Internet, Intranet, Teams.</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC)</p> <p>Proper use and storage of chemicals. Implement and monitor HACCP principles. Therapeutic diet set up and menu reading. Use and operation of area equipment, including thermometer calibration. Ordering of staples using Computrition.</p>

	<p>Proficient in usage of desktop computers, and accompanying equipment, such as printers, faxes, scanners. Proficient in usage of other office equipment, including telephones, printers, shredders, WebEx, Teams.</p> <p>ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.</p> <p>HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p>THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.</p> <p>CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.</p> <p>RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.</p> <p>PHYSICAL REQUIREMENTS – Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform duties contained in this duty statement. Usual duties to include but not limited to standing and walking for prolonged periods of time. Bending, stooping, pushing, pulling, and lifting loads up to 50 pounds. Routinely pushing, pulling, manipulating food transit carts and hot carts.</p>
License or Certification	NOT APPLICABLE.
Training	The employee is required to keep current with the completion of all required training.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p>

The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Food Service Supervisor I may be called and expected to report for duty at anytime in case of emergency. May perform function as Acting Food Service Supervisor II in his/her absence.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

_____	_____	_____
Food Service Supervisor I (Employee Signature)	Print Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

_____	_____	_____
Food Service Supervisor II (Supervisor Signature)	Print Name	Date

_____	_____	_____
Classification (Reviewing Supervisor Signature)	Print Name	Date