

DUTY STATEMENT*Box reserved for Personnel Section*

SH3002 (Rev. 02/2026)		RPA #	C&P Analyst Approval	Date
Employee Name		Division Department of State Hospitals		
Position No / Agency-Unit-Class-Serial		Unit		
Class Title Food Service Supervisor II (Safety)		Location DSH-Patton		
SUBJECT TO CONFLICT OF INTEREST ☐ Yes ☐ No	CBID S15	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Direct, coordinate, and standardize the serving of food of a State Hospital to supervise and instruct food service employees and patient industrial therapy workers in the distribution and service of food; to be responsible for the maintenance of equipment and supplies; may instruct, lead, or supervise patients and 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%. (Use additional sheet if necessary.)
50%	ESSENTIAL FUNCTIONS Cafeteria Management Develop and implement policies and procedures for all employees. Maintain records and make reports on employees and cafeteria activities. Develop and maintain control mechanic for monitoring safety and sanitation standards. Responsible and accountable for safety training, safety inspection, and accident/injury prevention. Participates in quality improvement activities. Maintain a safe environment. Monitor food service in the cafeterias including temperature management of food and sanitation of utensils, equipment, and work areas. Stays current in the application of Hazard Analysis Critical Control Point (HACCP) principles. Work closely with Supervising Cook I and Food Manager for quality improvement in entire meal service operation. Analyze supplies, equipment, and staffing necessary to meet patient meal service. Responsible for timekeeping which includes acquiring monthly 634 from Food Service Supervisor (FSS) I for each assigned employee and verifying accuracy of information before issuance of pay warrant.
40%	Personnel Management and Supervision Directly supervise the FSS I. Review all disciplinary corrective adverse action for recommendation. Write work performance evaluation for FSS I. Make work schedules for FSS I. Maintain overall rotating schedule for all presentation employees. Schedule employees and minimizes changes that may occur to provide adequate coverage for cafeterias. Participate in the assignment of cycle rotations or the change of cycle rotations as needed on a daily basis due to operations. Participate in hiring interviews and selection of new employees. Adheres and enforces organizational Equal Employment Opportunities regulations to protect the employees' rights in accordance with federal regulatory law.
10%	Leadership/Representing the Department/Interpersonal Relationships Attend meetings and bring back information to the department. Review all injury reports. Make recommendations for placement for limited duty assignments. Assist the Dietetics Assistant Director in planning in-service training program and field experience for Dietetic Interns. Schedule and conduct Quality Improvement Meetings and in-service training as required with Food Service staff. Maintain and have regular contact with Human Resources Department, Nursing Staff, Dietitians, Dietetic Technicians, and various departments of the Hospital for informational purposes for Nutrition Services.
Other Information	<u>SUPERVISION RECEIVED</u> Under the direction of the Assistant Director of Nutrition Services. <u>SUPERVISION EXERCISED</u> FSS II supervises the FSS I. FSS II may act as Director of Nutrition Services in his/her absence.

KNOWLEDGE AND ABILITIES

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; operation of a food control program and general pantry operations.

Ability to: Plan, organize and direct the work of others; modify foods to special needs of population served; plan and conduct in-service training programs; analyze situations accurately and adopt an effective course of action; keep records and prepare reports; follow serving instructions for therapeutic diets.

REQUIRED COMPETENCIES

INFECTION CONTROL – Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY - Actively support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CPR – Not required.

AGE SPECIFIC – Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories. Age categories are noted in parentheses.

(√) Young Adult (17-29) (√) Early Adult (30-50) (√) Late Adults (51-79) (√) Geriatric (80+)

THERAPEUTIC STRATEGIES AND INTERVENTIONS - To work independently and as part of a team to; implement strategies that support a safe working environment and therapeutic milieu for the Individuals DSH serves. Prevent, suspend and mitigate conditions and circumstances that may lead to use of seclusion or restraint. Applies and demonstrates knowledge of correct methods in the Therapeutic Strategic Intervention (TSI).

CULTURAL AWARENESS - Demonstrate awareness to multicultural issues in the workplace, which enables the employee to work effectively.

RELATIONSHIP SECURITY - Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations.

PATIENT RECOVERY - Respect the worth and dignity of all persons and groups, as well as honor and advocate for individual rights and interests, and opposing discrimination.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION - Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES – Properly conduct progressive disciplinary step. Implement and monitor HACCP principles.

TECHNICAL PROFICIENCY (SITE SPECIFIC) – Review staple orders from Computrition. Use and operation of area equipment including thermometer calibration.

PHYSICAL REQUIREMENTS – Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform duties contained in this duty statement. Duties include but are not limited to standing and/or walking for prolonged periods of time.

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service.

NOT APPLICABLE.

TRAINING

Training Category = 2.
The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS

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. Regular and consistent attendance is critical to the successful performance of this position.

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 II may be called and expected to report for duty at any time in case of emergency. May function as Acting Director of Nutrition Services in his/her absence.

I have read and understand the duties listed above and I can perform these duties.

Employee's Signature

Date

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

Supervisor's Signature

Date

Reviewing Supervisor's Signature

Date