DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 578-115-2258-003	**Date:**
Class: Food Service Supervisor I	**Name:**

Under the direction of the Food Service Supervisor II, the Food Service Supervisor I supervises, directs and coordinates the work of staff in serving food; cleanliness and maintenance of work areas, equipment and utensils and completes other related work as assigned.

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Provide leadership and direction to food service staff in the serving and portion control of food in the dining area and/or trayline service. Conduct regular staff/unit meetings and/or 1:1s. Assess employee performance and complete all annual performance evaluations/probationary reports timely. Successfully complete all mandatory supervisory training/Relias training on a timely basis. Participate on examination and hiring interview panels. Select and train staff. Perform special projects as requested by the Food Service Supervisor II.
40%	Supervise table setting, dining room preparation for meal service, modify food to special needs of the residents; modify food to special needs of the residents; follow serving instructions for therapeutic diets; cleaning of tables after meals, and maintenance and arrangement of dining and serving areas, equipment and utensils. Maintain uniform food handling practices and standards of safety and sanitation in assigned area; observe and record resident satisfaction and plate wastage of food served. Follow department guidelines and procedures for the proper handling and
10%	storage of food and supplies.
5%	Order and supervise the storage and inventory of supplies as required. Keep records and maintain reports. Comply with all applicable local, state and federal regulations.
	Attend required in-service training classes. Attend meetings. Ensure required monthly training is completed.

NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

OTHER

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; supervise, instruct and train staff; prepare and serve food; read menus and productions sheets.					X
HEARING: Answer telephone; communicate with Administration; department managers; department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the kitchen and storage areas.					X
SITTING: Work station; meetings and training.			X		
STANDING: Prepare and serve food; conduct training.				X	
BALANCING: Step ladder.			X		
CONCENTRATING: Supervise and train staff; prepare and serve food; operate kitchen equipment, follow menus; maintain safety and sanitation standards.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:					X
LIFTING 25-50 LBS:			X		
FINGERING: Push telephone buttons, calculator keys; kitchen equipment and computer keyboard.			X		
REACHING: Prepare, serve, and store food and supplies; clean and inspect equipment and supplies.				X	
CARRYING: Food, supplies, utensils and equipment.				X	
CLIMBING: Step ladder, stairs.		X			
BENDING AT WAIST: Prepare and serve food; store and retrieve food and supplies.				X	
KNEELING: In dry storage, refrigerators, freezers.		X			
PUSHING OR PULLING: Carts; retrieve and store food and supplies.			X		
HANDLING: Food, supplies, papers.				X	
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Kitchen equipment, telephone, computer, copy machine; fax machine.					X
WORKING INDOORS: Kitchen.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: Refrigerators, supply and storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature_____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____