

Market Range Detail - Food Services Shift Supervisor

Effective Date

October 12, 2015

Market Range Title Description

Positions in this market range title are responsible for directing the daily operations of an assigned kitchen unit in the County jails. The Food Services Shift Supervisor is the first line supervisory position distinguished from the Food Services Supervisor in that the latter has responsibility for all of the daily operations of several kitchen units and the food distribution of these units whereas the Food Service Shift Supervisor has oversight of a single kitchen unit.

Food Shift Supervisors are responsible for supervising a staff of Food Service Workers including evaluating performance, training, counseling and coaching staff, and determining work schedules and priorities. Other typical job duties include: directing the preparation of inmate meals ensuring quality and compliance with all health and sanitation standards; assigning Food Service Works and inmate workers daily jobs; training employees and inmate workers on food handling techniques and methods, equipment operation, safety and health standards; inspecting facilities ensuring safety and sanitation standards are met; ensuring that meals are delivered on schedule; maintaining and controlling inventory of food and supplies; ordering new inventory; implementing and communicating menu changes; tracking food production statistics and preparing reports for management; implementing measures to control meal costs; ensuring quality of food preparation and kitchen operation; documenting incidents and preparing reports; managing use of donated food; performing utensil and inmate head-counts and contraband searches; maintaining equipment and supply inventories. The Food Service Shift Supervisor reports to the Food Service Supervisor.

Market Range

Minimum Hourly Rate

\$16.83

Midpoint / Hiring Maximum

\$20.49

Maximum Hourly Rate

\$24.15

Likely Minimum Qualifications

- Pending

Working Titles

- Food Services Shift Supervisor

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.