

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4431      **TITLE:** FOOD SERVICE SUPERVISOR      **GRADE:** S-16

**DEFINITION:**

Under general supervision, assists in the administration and management of food preparation services in a large adult detention facility; supervises, directs, and assigns the work of civilians and inmate trustees; directs all aspects of food services in the supervisor's absence; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Assists in planning, directing, assigning and reviewing the work of food services staff and assigned trustees;  
Plans or assists in the planning of menus, ration ordering, stock receiving, and monthly inventories;  
Trains staff and trustees in food preparation procedures;  
Interprets policies and procedures;  
Inspects work areas and takes action to correct health and sanitary deficiencies;  
Ensures the overall maintenance of health standards in kitchen and dining areas;  
Monitors quality control of all aspects of food preparation;  
Monitors trustees' activities;  
Accounts for all kitchen utensils and hardware items;  
Prepares work statistics and management reports;  
Completes performance evaluations of subordinate Food Service Specialists;  
Recommends disciplinary action as appropriate;  
Administers and directs all food service activities in the supervisor's absence.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of food preparation procedures and menu planning;  
Knowledge of health and sanitation standards regulating the preparation and handling of food;  
Knowledge of kitchen and dining area security procedures governing inmate activities in an adult detention facility;  
Ability to supervise inmate trustees and subordinate civilian staff;  
Ability to plan nutritious meals;  
Ability to maintain records and prepare written reports;  
Ability to communicate effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from high school or G.E.D. issued by a state department of education; plus three years of experience in cooking and/or planning meals for a large institution, supplemented by formal supervisory training or experience in planning, directing and evaluating the work of others.

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