



## Career Service Authority

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# Institution Food Steward Supervisor

### GENERAL STATEMENT OF CLASS DUTIES

Supervises the work of Institution Food Stewards in the production and preparation of food in a correctional institution.

### DISTINGUISHING CHARACTERISTICS

The Institution Food Steward Supervisor is distinguished from Food Production Supervisor, which supervises the work of Cooks and Food Service Workers responsible for the cooking and servicing of food and preparation of trays in a hospital. This class is also distinguished from Food Service Custodial Supervisor, which coordinates and supervises food service workers in cleaning and maintaining food service facilities at Denver Health Medical Center (DHMC). The Institution Food Steward Supervisor is distinguished from Food Service Lead Technician, which assists in supervising routine duties related to the preparation and serving of food, including cleaning of the kitchen area, utensils, and equipment. Finally, this class is distinguished from Institution Food Steward, which leads and trains inmate helpers in high-volume food preparation and food service work under the Institution Food Steward Supervisor's supervision in Denver County Jail and Pre-Arrestment Detention Facility, including proper sanitary procedures and food preparation security.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function or project. Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

***Interpersonal Communications and Purpose:***

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

***Level of Supervision Exercised:***

Supervises two or more employees who do not supervise.

**ESSENTIAL DUTIES**

Supervises Institution Food Stewards and inmate helpers in the production and preparation of food in a correctional institution.

Maintains department records, reports and files as required.

Coordinates with the food manager and stewards on kitchen security standards, menu planning and budget controls.

Inspects kitchen to ensure cleanliness in accordance with Health & Hospital standards.

Purchases, receives, stores, and issues supplies, equipment, and foodstuffs.

Assists in the development of departmental budgets.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Implements safety standards and develops procedures to ensure compliance.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge & Skills:***

**Food Service** – Knowledge of preparing and serving food for consumption.

**Planning & Evaluating** – Organizes work, sets priorities, and determines resource requirements; determines short or long term goals and strategies to achieve them; coordinates with other organization for part of the organization to accomplish goals; monitors progress and evaluates outcomes.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization displays high standards of ethical conduct and understand the impact of violating these standards on an organization, self, and others; is trustworthy.

**Stress Tolerance** – Deals calmly and effectively with high stress situations i.e. hostile/dangerous situations, deadlines, emergency situations, etc.

**Decision Making** – Makes sound, well informed and objective decisions; perceives the impact and implications for decisions; commitment to action, even in uncertain situations.

**Problem Solving** – identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Customer Service** – Works with clients/customers (internally/externally) who use/receive the services/products that your work unit produces.

**Physical Strength** – Exerts maximum muscle force to lift, push, pull, or carry objects; performs moderately laboring work.

**Flexibility** – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identify; fosters commitment and team spirit; works with others to achieve goals.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Self-Management** – Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards competing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrate responsible behavior.

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situation.

**Self-Esteem** – Believes in own self worth; maintains a positive view of self and displays a confident, capable image.

**Arithmetic** – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Oral Communication** – Expresses information i.e. ideas, facts to individuals or groups effectively, taking into account the audience and nature of the information makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Memory** – Recalls information/situation that has been presented previously.

**Stamina** – Exerts oneself physically over long periods of time without tiring (which may include performing repetitive tasks such as hammering or lifting objects).

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of health department standards sufficient to be able to inspect and maintain expected cleanliness and health requirements.

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: Expressing or exchanging ideas by means of spoken words

Hearing: Perceiving the nature of sounds by the ear

Repetitive Motions: Making frequent movements with a part of the body

Eye/Hand/Foot coordination: Performing work through using two or more.

Lifting: Raising or lowering an object more than 50 pounds.

Far Acuity: Ability to see clearly at 20 feet or more.

Near Acuity: Ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

### ***Working Environment:***

Extreme Heat: temperature hot enough to cause marked bodily discomfort.

Wet: frequent contact with water or other liquid.

Hazards: conditions where there is danger to life, body, and/or health.

Exposed to infections and contagious diseases.

Subject to electrical and radiant energy hazards.

Exposed to hazards from electrical/mechanical/power equipment.

Exposed to housekeeping/cleaning agents/chemicals.

Subject to hazards of flammable, explosive gases

Subject to burns and cuts

Subject to injury from moving parts of equipment

Subject to varying and unpredictable situations.

Handles emergency or crisis situations.

Exposed to odors in kitchen and/or patient areas

Subject to many interruptions

Subject to long irregular hours

Pressure due to multiple calls and inquires

Handles absentee replacement of short notice  
Exposure to toxic chemicals.

***Education Requirement:***

Graduation from high school or possession of GED Certificate required.

***Experience Requirement:***

Three (3) years of experience in food preparation and/or service for an establishment such as an educational, correctional, military or medical institution.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

***Licensure and/or Certification:***

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

**CLASS DETAIL**

***FLSA CODE:*** Non-exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Braden Don

***REVISED DATE:*** 08/26/2007

***REVISED BY:*** hp

***CLASS HISTORY:*** 09/16/1995, the Institution Food Steward Supervisor class was initially established.

08/14/2007, the Food Handler Card Requirement was repealed (approved by the City Council on 08/07/2000) as Licensure & Certification requirement and placed the spec into new format.