



Office of Human Resources  
Institution Food Steward Supervisor - CJ2543  
THIS IS A PUBLIC DOCUMENT

### General Statement of 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.

### 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 goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

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.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

### **Competencies**

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

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

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

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.

### **Level of Supervision Exercised**

Supervises two or more employees who do not supervise.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **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 requirements.

**Licensure & Certification**

None

**Working Environment**

Extreme Heat: temperature hot enough to cause marked bodily discomfort.  
Potential exposure to cold temperatures, cold enough to cause bodily discomfort.  
Wet: frequent contact with water or other liquid.  
Hazards: conditions where there is danger to life, body, and/or health.  
Potential exposure to infections and contagious diseases.  
Potential exposure to hazards of steam and heat.  
Subject to electrical and radiant energy hazards.  
Potential exposure to hazards from electrical/mechanical/power equipment.  
Potential exposure 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.  
Potential exposure to odors in kitchen areas.  
Noise: sufficient noise to cause distraction.  
Subject to many interruptions.  
Subject to long irregular hours.  
Pressure due to multiple calls and inquires.  
Handles absentee replacement of short notice.  
Potential exposure to toxic chemicals.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: Maintaining equilibrium.  
Carrying: Transporting or moving an object.  
Color vision: Ability to distinguish and identify different colors.  
Crouching: Positioning body downward and forward.  
Depth Perception: Ability to judge distances and space relationships.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Kneeling: Assuming a lowered position.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon on object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check

Employment Verification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** NE-16

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:** 6/25/2023

**Revised By:** BM

**Class History:** 6/25/2023- Pay grade revised as a result of CN1774.