



Middle Peninsula Regional Security Center

Food Service Supervisor

Revision Date: November 13, 2024

GENERAL DESCRIPTION: Position directs a comprehensive food service program. Supervises staff, contractors, and inmates in food preparation and serving to ensure compliance with health and safety standards as well as security regulations. Responsible for ordering and receiving food products and supplies as needed while maintaining an accurate inventory system.

ORGANIZATION: The Food Service Supervisor reports to the Lieutenant of Operations and supervises all kitchen staff.

ESSENTIAL FUNCTION/TYPICAL TASK:

- Review and follow all policies, procedures, and guidelines stated by BOLRJ, MPRSC, and VDH;
- Must follow all Servsafe guidelines;
- Oversees the preparation and serving of meals by contractors and inmate workers;
- Responsible for ensuring Food Service operations adhere to nutritional and sanitation standards;
- Train workers in food preparation, sanitation, and safety procedures;
- Monitor food preparation methods, portion sizes and presentation of food to ensure that food is prepared and presented in an acceptable manner;
- Plan food utilization and preparation based on provided recipes, menus, and anticipated number in population per day;
- Organize and follow a tray diet load sheet which provides information concerning special diet orders;
- Review food temperature logs, dishwasher temperature logs and daily cleaning logs;
- Review refrigerator and freezer temperature logs and check them to make sure everything is labeled and dated correctly;
- Conduct weekly meeting with staff;

KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of food service management, sanitation practices and procedures. Basic knowledge of Microsoft Office and Outlook. Skilled in the operation of food service equipment. Demonstrated ability to prepare nutritional meals. Demonstrated ability to communicate effectively with all levels to include management, staff, inmates, and outside agencies. Ability to establish and maintain First Aid, CPR and AED certifications.

EDUCATION, EXPERIENCE AND TRAINING: Must be at least twenty-one (21) years of age; high school graduate or equivalent required and possess a valid Virginia driver's license. Must have a minimum of three (3) years of food service experience, with one (1) year in supervisory/management capacity. Experience in corrections food service operations or other large institutional environment preferred. Must have SafeServ Certification or equivalent. Must have experience with purchasing, ordering and receiving.

PHYSICAL REQUIREMENTS:

- Pre-employment physical, drug testing, alcohol screening, audiometric testing
- Must be able to stand, walk, sit, reach above, squat kneel and climb to include stairs
- Effective vocal communication, hearing, and vision required
- This is medium-to-heavy work requiring the exertion of force including but not limited to: standing and walking for long periods of time; picking up and moving heavy objects; climbing stairs and ladders; balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; deployment of force equipment and use of physical force as needed. Effective vocal communication, hearing and vision is required. Regular exposure to pre-trial, and post-conviction inmates makes position susceptible to violent and unpredictable behavior.

SPECIAL CONDITIONS:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work schedule includes weekends, holidays and nights
- Work beyond normal work schedule



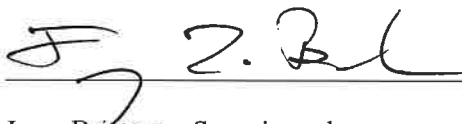
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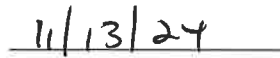
- Must wear uniform
- Must maintain phone for emergency contact
- Essential staff designation
- Pre-employment Physical Examination/Audiometric Testing/Drug Test/Alcohol Screening/and repeated according to policy thereafter

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes.

Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.



Jerry Bristow – Superintendent



Date