

CITY OF BURBANK

FOOD SERVICES SUPERVISOR

DEFINITION

Under direction, to supervise the preparation of meals for on-site and home delivery to senior citizens; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans well-balanced meals and menus for seniors within governmental nutrition requirements; estimates quantities and places orders for foods and supplies utilizing in season and readily available foods; prepares, bakes, and cooks a wide variety of foods; supervises, evaluates, and trains staff and volunteers; reviews equipment needs and recommends purchases; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – State health regulation, nutrition standards, and food requirements of the elderly.
- Ability to – plan well-balanced meals within program budget; determine quantity requirements; cook and bake; supervise coordinate, and evaluate staff and volunteers; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Two years of experience in planning food service, cooking, baking, and supervising a fully equipped restaurant kitchen and/or food service operation.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, First Aid, and ServSafe Certificates from authorized providers, as determined by the Management Services department, within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language.