**FOOD SERVICE SUPERVISOR**

**Hiring Wage:** $24.00 – $28.00/hr., DOE  
**Status:** Full Time with Benefits  
**Closing Date:** Until Filled  
**Application Materials:** Apply online at [www.adacounty.id.gov/sheriff/careers](http://www.adacounty.id.gov/sheriff/careers)

**General Summary**  
Responsible for the food management and service of the Ada County Jail (about 3000 meals per day); supervises and schedules staff; oversees the supervision of inmate workers assigned to food service; oversees food service contractors to ensure compliance; and performs related duties as required. The position is located in the Ada County Sheriff’s Office, Jail Services Bureau.

**Essential Functions**  
- Responsible for the efficient operation of the jail kitchen and complete food service;  
- Trains, mentors, and coaches staff to aid in their professional development;  
- Supervises and schedules staff, conducts performance evaluations, and makes hiring recommendations for Food Service Officers;  
- Oversees the planning of inmate and staff meals, as well as special diets prescribed by jail medical staff;  
- Ensures that all meals meet Idaho Jail Standards and nutritional requirements;  
- Maintains vendor contracts and oversees the purchases of food and non-food kitchen items;  
- Creates the food service budget and tracks fund expenditures;  
- Coordinates/oversees food service contractors to ensure contract compliance and gathers data for budget management;  
- Coordinates with County Operations to ensure kitchen equipment is purchased and maintained;  
- Assures that all products are stored in proper storage areas and inventories are kept current;  
- Maintains storage areas including refrigerated, frozen and dry storage;  
- Oversees cleanliness of the jail kitchen in accordance with the Idaho Central District Health Department Standards and Jail Standards;  
- Ensures menus are reviewed annually and applicable standards are met;  
- Helps develop training programs for Food Service Officers and inmate workers;  
- Develops and maintains policies and procedures relating to the food service system;  
- Must be able to supervise a 24/7 operation including being required to fill in or work with any shift under your supervision; and  
- Responsible for catering functions within the Sheriff’s Office upon request.

**Additional Functions**  
- Supervises cleaning of all non–housing areas of the jail; and,  
- Performs related duties as required.
JOB REQUIREMENTS

- Must possess a high school diploma or equivalent;
- Must have a minimum of two (2) years’ experience supervising or managing a large-scale food production operation;
- Must have a minimum of four (4) years’ experience in a leadership/supervisory role;
- Previous food service supervision experience in an institutional or correctional setting preferred;
- Culinary education or specialized training in food service preferred;
- Knowledge of mathematical calculations used in determining the number and servings in a given amount of food, modifying recipes, and determining food costs and projections;
- Knowledge of the principles and practices of supervision;
- Knowledge of kitchen operations, food purchasing, and menu planning in a high volume setting;
- Knowledge of food service management software systems and their application;
- Knowledge of janitorial/cleaning procedures and materials;
- Knowledge of environmentally-friendly green chemicals and procedures;
- Knowledge of health code standards for cleanliness and personal hygiene in a food service setting;
- Knowledge of budget formulation and monitoring procedures;
- Knowledge of the principles and practices of purchasing large quantities of food, kitchen cleaning materials and supplies;
- Ability to supervise and motivate employees as well as inmate workers and others;
- Ability to organize and plan schedules and menus;
- Ability to communicate precise instructions;
- Ability to communicate effectively verbally and in writing;
- Ability to prepare and present financial reports;
- Ability to negotiate price and make cost effective purchases;
- Ability to understand and interpret court orders, Idaho law, and health codes and standards.

OTHER REQUIREMENTS

- Must be able to pass the Idaho Food Safety Exam and the Idaho Food Protection Manager Accreditation within 3 months from date of hire, or provide current certificates of both;
- Must appear before an oral board and complete a polygraph examination and a background check prior to entrance on duty;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Must have sufficient physical ability to: stock food; prepare, cook and serve proper meals and clean the kitchen and kitchen equipment;
- Must be able to stand for extended periods of time and be able to bend, squat down to floor and reach overhead to stock the storeroom and put freight deliveries away.
- Work in a potentially hostile environment including working directly with inmates who have access to kitchen tools and supplies.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran’s Preference for all County jobs except for those deemed “key positions” in accordance with Title 65, Chapter 5 of Idaho Code.