



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Closing Date:  
 Starting Rate:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 01/01/2006;11/28/06;01/01/07*

JOB TITLE: Food Service Supervisor

DEPARTMENT: Juvenile Services

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$14.15 - \$21.28/hr

GRADE: 17

Under general supervision is responsible for the overall operation of the kitchen to include menu planning, ordering all food and other related items, and meal preparations.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Orders all necessary food and preparation items.
- Prepares menus and nutritious meals within established guidelines.
- Ensure sanitary conditions are maintained in line with guidelines of the United States Public Health Service and Food and Drug Administration Codes.
- Provide for on-the-job training for subordinate food service technicians.
- Ensure compliance with all related P.O.S.T. Orders and other approved policies and procedures.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required

- Must have a high school diploma or GED equivalent and at least two years of college or technical school in a related field.
- At least two years in large scale meal preparation. At the discretion of the Hiring Authority, educational requirements may be modified to allow for appropriate work related experience or certifications.
- Knowledge of effective management and supervision skills.
- Must be able to maintain harmonious working relationships.
- Knowledge of large-scale meal preparation and operation of kitchen related equipment.
- Good math skills.
- Ability to effectively communicate both verbally and with written reports.
- Must be able to successfully complete the Louisiana Department of Education's Kitchen Manager certification.
- Must possess a valid drivers license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and lift/carry up to fifty (50) pounds.