

**Allegan County  
48<sup>th</sup> Circuit Court  
Family Division**

**Job Title:** Food Service Supervisor

**Reports to:** Director of Secure Detention

**Summary**

Plans and prepares meals which meet State guidelines, cleans kitchen, schedules and supervises staff and residents working in the kitchen, appropriately stores food and food related items and maintains required food records.

**Principal Duties & Responsibilities**

1. Plans and prepares daily menus and meals in accordance with State sanitation standards and nutrition and portion guidelines for residents. Plans and prepares meals for special dietary needs of individual residents.
2. Supervises kitchen staff. Makes effective hiring recommendations, trains kitchen, program staff, and residents; schedules and assigns work, evaluates performance and initiates discipline in accordance with court policy.
3. Orders, receives and properly stores food supplies, maintains food inventory records and ensures proper inventory to meet food service and dietary needs.
4. Develops and implements food service sanitation and service security procedures to ensure compliance with applicable standards and regulations.
5. Prepares food service budget requests and monitors approved budget. Receives and verifies invoices for food and equipment, and submits to court clerk for payment.
6. Maintains all food service records, including preparing required reports as required by state and federal regulations/requirements.

**Qualifications**

**Education:** High school graduation or equivalent. Additional health, dietary and/or nutrition coursework is desirable.

**Experience:** One year of previous food service experience. Supervisory experience is desirable.

*The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*