



FOOD SERVICES JOB FAMILY

CAREER PATH

Jobs in this family oversee, coordinate, prepare, and cook large quantities of food, and conduct general clean-up associated with food service for institutions such as hospitals, correctional facilities, or cafeterias.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Prepare menu items and food trays.
- ❖ Serve in food lines.
- ❖ Clean equipment.
- ❖ Stock food.

The work assigned to positions in this series ranges from basic food preparation to the management of food service operations in the assigned unit.

Food Service Worker

Pay grade: 15

This food service position will receive general supervision in preparing and cooking more complex menu items. An employee at this level is accountable for preparing simple menu items, and will follow specific dietary needs, standard kitchen procedures, and sanitation guidelines when handling, preparing, and serving food. An employee at this level will requisition basic food and supply items, and maintain point of service counts. Participate and assists in supervising the cleaning of the kitchen and food serving areas. Additional duties include washing dishes and kitchen tools, and stocking food in serving lines.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

No education or experience is required.

Food Service Supervisor

Pay grade: 16

This first-level supervisory food service position will be accountable for overseeing the preparation and serving of food. At this level, an employee will follow basic dietetic principles to coordinate and audit meals; conduct and maintain inventories; complete requisitions for food and supply items; and maintain food service records. Supervisory duties will include training and



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directing the daily work of food service staff engaged in related duties, providing performance assessments and coaching, and monitoring safety and sanitation standards in kitchens, dining rooms, and food preparation and storage areas.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Associate degree from an accredited institution or four years of relevant experience.

Food Service Manager

Pay grade: 18

This is advanced supervisory/managerial food services work. An employee at this level is accountable for the oversight of food preparation and service in accordance with dietetic principles, conducting and maintaining inventories, completing requisitions for food and supply items, and maintaining financial records and budget information for food service costs. Additional duties include making hiring recommendations; training staff; planning, assigning, and reviewing work; and providing performance assessments, coaching, and progressive discipline. An employee may also be responsible for maintaining compliance with United States Department of Agriculture (USDA) regulations.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Associate degree from an accredited institution and two years of supervisory experience.

ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.



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Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

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Revised: --