



## Arkansas Game and Fish Commission Employment Job Posting

AGFC FOOD PREPARATION SUPERVISOR - **AGFC FOOD PREPARATION SUPERVISOR**

**POSITION NO: 22096064**

### **POSTING INFORMATION:**

Advertisement Opens: May 13, 2024

Advertisement Closes: May 31, 2024

Full Time: Yes

Salary: \$32,190.00 - \$50,131.00 Annually

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus two years of experience in institutional or commercial food service operations and/or specialized training in food service, including one year in a supervisory or leadership capacity.

**OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.**

Preferred Education and/or Experience:

N/A

Knowledge, Abilities, and Skills:

Knowledge of food preservation and storage techniques.

Knowledge of food preparation and serving requirements in a large food service facility.

Knowledge of menus, nutritional requirements and sanitation regulations.

Knowledge of inventory and receiving.

Ability to read and interpret menus and special diets.

Ability to supervise the activities of food service personnel.

Ability to supervise the activities of food service personnel.

Ability to inspect food shipments and inventory.

Ability to estimate amount of food prepared and determined methods used in serving.

Ability to ensure compliance with laws, regulations, or standards governing food preparation and storage.

Preferred Knowledge, Abilities, and Skills:

N/A

### **POSTING DETAILS:**

Position Location:

City: Mayflower

Office: HC Red Morris Enforcement Training Center

Division: Enforcement

Job Summary:

The AGFC Food Preparation Supervisor is responsible for the supervision of food service personnel, directing food service activities, monitoring security and safety practices, coordinating the production and serving of food, ordering supplies, and the preparation of reports. This position is governed by state and federal laws and agency policy

Typical Functions:

Supervises food production and/or food service staff by recommending for hire/termination, assigning work assignments, reviewing the work of employees, training employees, and evaluating the performance of incumbents.

Researches laws, reviews procedural updates, and attends informational meetings to develop and provide in-service training on policy and procedural changes, preparation methods, and equipment operations.

Prepares and cook foods of all types, either on a regular basis or for special guests or functions.

Collaborates with other personnel to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and the likely number of customers.

Checks the quality of raw and cooked food products to ensure that standards are met. Checks the quantity and quality of received products.

Demonstrates new cooking techniques and equipment to staff.

Estimates amounts and costs of required supplies, such as food and ingredients.

Inspects supplies, equipment, storage areas for temperature and sanitation requirements, and work areas to ensure conformance to established standards.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Prepare and cook food of all types, either on a regular basis or for special guests and functions
- Collaborate with other personnel to plan and develop recipes and menus, taking into account such as seasonal availability of ingredients and the likely number of people being served
- Check the quality of received products
- Estimate the amounts and cost of required supplies, such as food and ingredients
- Inspect supplies, equipment, storage area for temperature and sanitation requirements, and work areas to ensure conformance to established standards
- This position is also responsible for fully maintaining a dorm and classroom that is on site, including laundry as needed.

Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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Other Specific Information:

N/A

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.