

FOOD SERVICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages a large scale cooking and food service operation which includes preparing foods for on-site consumption and satellite delivery. The Food Service Manager buys food and non-food supplies, according to the County bid system and oversees their delivery and storage. The incumbent confers with professional staff regarding dietary procedures. General supervision is received from the Director of Central Foods and Nutrition Services and other administrators. General supervision is exercised over subordinate personnel such as Cooks, Food Service Helpers, Stock Clerks and Drivers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and directs the work of employees preparing and serving food;
Supervises subordinate personnel;
Implements improved cooking methods;
Directs food service staff in more efficient methods of assembling and serving attractive meals;
Consults with professional staff in adapting recipes to meet dietary needs of clients and residents;
Orders supplies according to the County bid system;
Participates in preparation of food for special functions;
Tests all food for quality, quantity, appearance, taste and proper serving temperatures prior to and during service;
Oversees delivery of food and non-food items to satellite sites;
Prepares narrative and statistical reports and maintains records regarding personnel, supplies and equipment;
Provides in-service training to staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and methods of food preparation and service, and of kitchen management;
Good knowledge of sanitation requirements as applied to food storage and preparation;
Good knowledge of materials, methods and equipment used in large-scale cooking;
Good knowledge of modern principles and practices in field of dietetics and food service management;
Good knowledge of health and safety hazards in large-scale food preparation and service;
Ability to train and supervise a substantial number of employees;
Ability to prepare reports and maintain accurate, current records.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in food service administration, food management, institutional food management or closely related field, and two years of experience in a large-scale food service which included menu-planning, purchasing and supervision of food service personnel; OR
- B) Four years of experience in a large-scale food service which included menu-planning, purchasing and supervision of food service personnel; OR
- C) An equivalent combination of training and experience as indicated within the limits of A) and B) above.