

NUTRITION SERVICES MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for the supervision and management of a large scale cooking and food service operation. The incumbent assists with the organizing, direction, purchasing, preparation, and delivery of foods from the Central Food Production Center to consumption units. Duties include quality assurance, code compliance and delivery service for foods prepared for county facilities. Supervision is exercised over the food production and delivery employees. General supervision is received from the Director of Central Food and Nutrition Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Purchases food for hot food production area and controls inventory;
Oversees the preparation of menus for regular dietary needs and special medical needs;
Ensures that health codes are complied with and that sanitary conditions exist at all times;
Meets with staffs of consumption facilities to discuss and resolve problems in food quality and or delivery practices;
Meets with those with special dietary needs including jail inmates;
Schedules delivery of foods to all county facilities;
Prepares narrative and statistical reports and maintains records regarding personnel, supplies, equipment, and costs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and methods of food preparation and service, and of kitchen management;
Good knowledge of principles and practices of food service systems;
Good knowledge of health and safety regulations regarding large-scale food preparation and service;
Ability to supervise the work of others;
Ability to prepare reports and maintain accurate, current records;
Ability to communicate clearly orally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in dietetics, nutrition, food service management, business administration or a closely related field and one year of experience in supervising a food preparation operation.

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R278 4/24/92

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