

FOOD SERVICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a management position involving responsibility for the Dietary Department of the Golden Hill Health Care Center. The work involves responsibility for policy development and managing the resources of the Dietary Department. An employee in this class is also responsible for supervision of the Dietetic Services Supervisor and all dietary staff. The work is performed under the general direction of the Deputy Director of Administration with considerable leeway allowed for the exercise of independent judgment in the daily performance of duties. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Directs the activities of the Dietary Department;

Meets with the Dietitian on a weekly basis to receive advice regarding the nutritional aspects of the dietary program including those related to special or therapeutic diets;

Prepares and develops the Dietary Department budget with the Deputy Director;

Monitors budget considerations while supervising the purchase of all food and equipment used in food preparation and service;

Ensures that the Dietary Department is in conformance with the New York State Department of Health;

Manages and coordinates the resources of the Dietary Department to achieve adequate and efficient food service at maximum cost effectiveness;

Directs in-service training programs for food service personnel;

Directs, monitors and complies with the Quality Assurance Program;

Develops policy and procedures for the Dietary Department and recommends such to the Deputy Director;

Responsible for inventory control;

Plans menus with the Dietitian;

Attends meetings as necessary and/ or required.

FULL PERFORMANCES KNOWLEDGES, SKILLS. ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods, materials and appliances used in large scale food preparation, purchasing, equipment selection and care; good knowledge of menu planning, sanitary food handling and storage; good knowledge of inventory procedures

and techniques; good knowledge of food cost analysis procedures; ability to make arithmetic computations quickly and accurately; ability to communicate effectively and get along with employees at all levels of the organization and the public; ability to plan and supervise the work of others; ability to maintain records and prepare reports; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a bachelor's degree in a field which relates to food service, dietetics or nutrition and one year of full-time paid, or its' part-time equivalent, experience in the supervision of a kitchen, the preparation of food and related activities (i.e.: menu planning, budget control, inventory control, ordering, receiving, etc.); **OR**
- B. Possession of an associate's degree in a field which relates to food service, dietetics or nutrition and three (3) years of the above experience; **OR**
- C. Possession of an associate's degree from a culinary school and four (4) years of the above experience; **OR**
- D. Graduation from high school, or possession of a high school equivalency diploma and six (6) years of the above experience; **OR**
- E. An equivalent combination of training and experience as indicated above.

ULSTER COUNTY
3215 FS MGR
Classification: Competitive
NUMGT

Adopted: November 25, 1997