

MUNICIPAL FOOD SERVICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing a summer food program for a Recreation Program in a Town or Village. An employee in this class is also responsible for assisting the Recreation Director with preparing menus and maintaining contact with food suppliers for the ordering and delivery of food and food products as well as directing and assisting the Municipal Food Service Helpers in their day to day duties. The work is performed under the general direction of the Recreation Director 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.

Manage a summer food program for a Recreation Program in a Town or Village;

Directs and assists in the activities of the Municipal Food Service Helpers;

Prepares menus as outlined by the Recreation Director;

Ensures that the food program is operating within the guideline set forth by the New York State Department of Education and the United States Department of Agriculture;

Maintains contact with food suppliers for the ordering and delivery of food and food products;

Calculates daily food preparation;

Maintains detailed logs of meals served and products used;

Manages and assists in the maintenance and cleaning of food storage areas;

Manages and assists in the cleanings of all aspects of the kitchen such as kitchen equipment, serving areas, etc.;

May wash and dry dishes, pots, pans, tableware, etc;

May serve as cashier and checker when required;

May attend meetings as necessary and/ or required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the methods of preparing food in large quantities; good knowledge of safety and sanitation laws; good knowledge of modern cooking utensils, appliances and equipment; working knowledge of cleaning methods and the use of cleaning materials and equipment; ability to supervise the work of others; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; ability to maintain simple

records; ability to follow oral and written directions; neat personal appearance; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience, or its' part-time equivalent, in the supervision of a kitchen, the preparation of food and related activities (i.e.: menu planning, inventory control, ordering, receiving, etc.);

ULSTER COUNTY
4445 MUN FSM

Adopted: February 14, 2012