

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 3, 2022

FOOD SERVICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for managing and directing activities related to producing a nutrition program for elderly residents enrolled in the Congregate Meal Program, including the planning and preparation of nutritious meals and supplements including portioning and packaging into catering trays and cambros for transportation to meal sites by program delivery drivers. A consulting dietitian is available to help in planning the menus and nutritional care of program participants. The work is carried out within standards prescribed by the New York State Health Department and the New York State Office for the Aging. The work involves purchasing supplies and food in coordination with the purchasing department, fiscal office, and/or with a third-party service provider. The work also involves scheduling and managing the kitchen staff. The work is performed under the general direction of the Director of the Office for the Aging or designee with considerable latitude permitted for the exercise of independent judgment in carrying out the duties of the job in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains an efficient food service operation and a high-quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating kitchen staff;
2. Plans daily production schedules and manages food preparation and meal service based on developed quality standards and program objectives with consideration for program budgets;
3. Reviews menus, plans for purchases of foods and necessary equipment used in food preparation;
4. Receives, inspects, stores and distributes supplies and maintains inventories and related records;
5. Directs the sanitary care, maintenance and storage of food and non-food items;
6. Inspects work areas to ensure observance of sanitary procedures;
7. Provides training and ensures required in-services are completed on a continuing basis;
8. Periodically conducts formal employee job performance evaluations and participates in employee discipline as required;
9. Consults with the Dietitian regarding menus and nutritional care of program participants;
10. Prepares and maintains records and periodic reports;
11. Attends required department meetings;
12. Implements and updates department policies and procedures to ensure conformity with New York State Health Sanitary Codes and program objectives;
13. Assists with the preparation of the annual budget as it relates to the kitchen and nutritional program needs;
14. May assist in the daily tasks in the operation of the kitchen as the need arises;

CONTINUED

FOOD SERVICE MANAGER CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of large-quantity food preparation, menu planning, purchasing, equipment, and sanitary food handling and storage; good knowledge of the eating habits, nutritional needs and food interests of the elderly; basic computer skills; ability to utilize a personal computer and current software applications at an acceptable rate of speed and accuracy; ability to interpret a nutrient analysis spreadsheet; ability to plan and supervise the work of others and to motivate personnel; ability to train personnel; ability to maintain records and prepare reports; ability to understand and carry out oral and written directions; ability to effectively communicate with others; ability to carry heavy boxes; initiative; neat personal appearance; tact and courtesy; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma and one of the following:

1. Graduation with a Bachelor's Degree in Nutrition, Food Service, Nutritional Management, or a closely related field and two (2) years of full-time supervisory level experience in the large scale preparation of food; **OR**
2. Graduation with an Associate Degree in Nutrition, Food Service, Nutritional Management, or a closely related field and three (3) years of experience in the large scale preparation of food, two (2) years of which must have been in a supervisory level position; **OR**
3. Five years of full-time experience in the large scale preparation of food, two (2) years of which must have been in a supervisory level position; **OR**
4. An equivalent combination of training and experience as defined above.

NOTE:

1. Large scale may consist of, but is not limited to, experience in a hospital, health care facility, correctional facility, school, restaurant, hotel or the military;
2. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: Must successfully complete a background check in order to work in the jail kitchen at the Niagara County Sheriff's Office.