

FOOD SERVICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This work is of a considerable degree of difficulty, responsibility and understanding of all food service activities; including the supervision of food preparation for patients, residents, and employees of a hospital or County home and infirmary. Work requires the exercise of good knowledge of food products, management and food service on a large scale. Although general instruction is received, the Food Service Manager is responsible for the final preparation, production, service, and delivery of food and the supervision of the kitchen. Supervision is exercised over all employees in the dietary department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans and supervises the preparation of menus for patients, residents and employees; May be responsible for the purchase of all food used in the institution as well as necessary equipment used in food preparation and service; Supervises the care, maintenance, sanitation of kitchen and food service equipment; Keeps records and makes reports on the number of meals served and the cost; Establishes work schedules and may maintain personnel records of dietary employees; Institutes cost and portions control; May interview, employ, train, discipline and terminate employees as appropriate.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of food values and their costs; Good knowledge of the principles and practices of dietetics; Good knowledge of food preparation and production; Skill in menu planning, food preparation and in the operation of kitchen appliances; Ability to train cooks and other employees assigned to food service work; Ability to plan and supervise the work of others; Ability to keep accurate records and other reports in connection with the work; Ability to understand and follow oral and written directions; Ability to get along well with others; Resourcefulness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. (1) Completion of two years of study at a recognized college, university or community college in food preparation, hotel or restaurant management, dietetics or related subjects; OR (2) a ninety (90) hour certificate in food service or related subjects; and (3) two years of experience in institutional food service; OR
- B. Graduation from and high school or possession of a high school equivalency diploma and six years of progressively responsible experience in institutional food service, including menu and diet, planning and supervision; OR
- C. An equivalent combination of training and experience as indicated in (A) and (B).

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