

CLASSIFICATION: DIRECTOR OF FOOD SERVICES

Class Code: 3477-21

Date Established: 01-12-01

Occupational Code: 7-1-2

Date of Last Revision: 12-28-01

Exempt Status: Non-Exempt

BASIC PURPOSE: To manage a food service operation in an institution, ensure compliance with all policies and procedures, and to train and supervise food service personnel in the preparation of regular and special menus for residents/patients/inmates.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops goals and objectives for all areas of the dietary work unit, using a combination of technical, professional and administrative standards.
- Manages agency dietary budget and purchases food, supplies and equipment necessary for operation of dietary unit.
- Hires and supervises dietary staff by instructing staff in established work procedures, assigning and reviewing work, and conducting annual performance appraisals.
- Formulates necessary policies and procedures, and develops work methods to implement food service program.
- Inspects food service facilities and methods on a regularly scheduled basis to maintain health, sanitary and safety conditions.
- Reviews summaries and reports, and prepares records on program effectiveness and other appropriate reports on a regular basis.
- Makes formal presentations of solutions and goals to dietary staff, residents/patients/inmates, families, and other members of management team.
- May serve as member of management team.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in dietetics, home economics, food service management, hotel and/or restaurant administration, or a related area. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in dietary or food service management, preferably in an institutional environment. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Certified Dietary Manager (CDM) and Hazard Analysis Critical Control Point (HACCP) certification, or eligibility for certifications.

RECOMMENDED WORK TRAITS: Knowledge of materials, methods and equipment used in preparing food on a large scale. Knowledge of the principles and practices of kitchen and bakery management. Knowledge of the principles and practices of dietetics and nutrition. Knowledge of institutional diet management including food values, costs and accounts. Knowledge of modern methods, materials and appliances used in large scale food preparation and service. Ability to work long hours and under conditions of extreme heat. Ability to plan and coordinate the work of personnel. Ability to train and supervise employees and patients. Ability to keep records, write reports and recommend the ordering of supplies. Ability to develop and maintain good clean personal health habits. Ability to develop budgets and order supplies. Ability to judge quality and quantity of foods and estimate costs. Ability to establish and maintain effective working relationships with residents, other employees, officials of other departments and institutions, and with sales representatives. Must be willing to maintain appearance appropriate to assigned duties and responsibilities and determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.