

## **FOOD SERVICE DIRECTOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important administrative position involving responsibility for directing the operation of food service at a correctional facility serving between 900 - 1,100 meals per day. The incumbent is responsible for planning, directing and administering the food service program. Work is performed under the administrative direction of the Correction Administrator. Immediate or general supervision is exercised over the work of Cooks and Food Service Helpers.

### **TYPICAL WORK ACTIVITIES:**

1. Maintains health and safety standards;
2. Implements and maintains a comprehensive sanitation schedule;
3. Plans menus with specific regard to nutritional values, special medical or religious dietary needs and budget limitations;
4. Prepares reports as needed regarding operational procedures of kitchen;
5. Determines employment needs, interviews and makes staff assignments;
6. Prepares bids, specification sheets, and order forms for food and related items; determines needs and places orders accordingly;
7. Directs the training of new employees and evaluates job performance;
8. Supervises and participates in the preparation and analysis of reports relating to the food service program;
9. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND, ABILITIES:**

Thorough knowledge of the fundamentals of nutrition; thorough knowledge of institution administration including purchasing, sanitation, safety, equipment selection and operation; thorough knowledge of office business procedures; ability to express ideas clearly and to write reports effectively; ability to supervise staff and develop effective training; good judgment; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**FOOD SERVICE DIRECTOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, with a specialization in foods, nutrition, dietetics or institution management, AND two (2) years of experience in institution management, hotel administration or restaurant management involving large quantity food service management;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, with a specialization in foods, nutrition, dietetics or institution management, AND six (6) years of experience as indicated in (A) above;
- OR: (C) Ten (10) years of experience as indicated in (A) above;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: One (1) year of training in a college or technical institute in the above fields is equivalent to two (2) years of experience.

SV2103

ADOPTED: 06/27/89

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