

## FOOD SERVICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for directing activities related to producing a nutrition program for elderly patients in a long term care facility, including the planning, preparation, and delivery of nutritious meals and supplements. A consulting dietitian is available to help in planning the nutritional care of patients. The work is carried out within standards prescribed by the New York State Health Department. The work involves purchasing supplies and food stuffs in coordination with the fiscal office. The work also involves scheduling and supervising the staff of a dietary department. The work is performed under the general supervision of a facility administrator, with considerable latitude permitted for the exercise of independent judgement. A Food Service Manager does related work as required.

### TYPICAL WORK ACTIVITIES:

- Plans daily production schedules and supervises food preparation and meal service based on developed quality standards and nursing home objectives;
- Reviews menus, plans for purchases of foods and necessary equipment used in food preparation;
- Directs the sanitary care, maintenance, and storage of food and non-food items;
- Inspects work areas to insure observance of sanitary procedures;
- Trains dietary employees on a continuing basis;
- Periodically conducts formal employee job performance appraisals;
- Consults with the Dietitian regarding nutritional care of nursing home patients;
- Maintains records and prepares periodic reports;
- Serves as a member of the Infection Control Committee and attends Administrative staff meetings;
- Implements and updates department policies and procedures to insure conformity with New York Health Sanitary Codes and nursing home objectives.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principals and practices and quantity food preparation, menu planning, purchasing, equipment, and sanitary food handling and storage; good knowledge of eating habits, nutritional needs and food interests of the elderly; ability to understand and carry out oral and written directions; initiative; imagination; physical condition sufficient to perform the essential functions of the position.

### MINIMUM QUALIFICATIONS: Either:

- A) Possession of a Bachelor's Degree in Nutrition, Food Service, Nutritional Management, or a closely related field and one (1) year of full time supervisory level experience in the large scale preparation and serving of food;

OR

B) Possession of 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 and serving of food, two (2) years of which must have been in a supervisory level position;

OR

C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full time experience in the large scale preparation and serving of food, three (3) years of which must have been in a supervisory level position.

NOTE: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

## CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 4/2/79

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