

SENIOR FOOD SERVICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting the Director of Central Food and Nutrition Services in the administration of the Central Food and Nutrition Services Division. Responsibilities include management of the daily operations of the Central Food preparation facility and coordination of those operations with the sites served by the division. The incumbent operates the food service computer system and maintains other record keeping, as well as planning and implementing the purchasing of foods and other non-food items. The Sr. Food Service Manager acts as the representative of the division in the absence of the Director. Work is carried out under the general supervision of the Director with leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director in the administration of the division;
Provides technical assistance to user departments in the provision of a large-scale food service program in accordance with New York State Department of Health codes and regulations;
Assists the Director in the development and implementation of division policies, procedures, goals and objectives;
May assist in the development and preparation of the food service budget;
Operates a computer to develop and maintain food service management/nutritional analysis and record keeping systems;
Assists in the preparation of bid specifications and the review of bids;
Represents the division at training programs, meetings and conferences;
Provides general supervision and direction of the staff and daily operations of the Central Food Production Facility;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of quantity food preparation and service techniques;
Good knowledge of the principles and practices of food service systems;
Good knowledge of governmental budgeting procedures;
Good knowledge of basic nutrition and dietetics;
Ability to use a personal computer to enter, retrieve and analyze data;
Ability to plan and supervise the work of others;
Ability to communicate clearly and effectively, both orally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Dietetics, Nutrition, Food Service Management, Business Administration or closely related field and three years of experience in large scale food service operation; OR
- B) Current registration by New York State as a Registered Dietician and two years of experience as described in A) above.

SENIOR FOOD SERVICE MANAGER--contd.

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COMPETITIVE