

DEPARTMENT: Horace Nye Home
CLASSIFICATION: Competitive
GRADE: 5M/C

*SPEC DISK A2
DOCUMENT 76*

ASSISTANT DIRECTOR OF FOOD SERVICES

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists in the management of a large scale cooking and food service operation which includes preparing foods for on-site consumption and satellite delivery. The incumbent assists with and may occasionally oversee the purchase of food and non-food supplies, according to the County bid system and the delivery and storage of such items. The incumbent confers with professional staff regarding dietary procedures. General supervision is received from the Director of Food Services and other administrative level positions. Direct supervision is exercised over subordinate personnel such as Head Cooks, Cooks, Food Service Helpers, Stock Clerks and Drivers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and directs the work of employees preparing and serving food on various shifts;

Supervises subordinate personnel;

Implements improved cooking methods as directed by the Food Service Director;

Assists the Director of Food Services in food service staff in more efficient methods of assembling and serving attractive meals;

Assists the Director in the administration of the division and acts for and in place of the Director;

Participates with Director in the development and implementation of department policies, procedures, goals and objectives;

May assist in the development and preparation of the food service budget;

Assists in the preparation of bid specifications and the review of bids;

May represents the division at training programs, meetings and conferences;

Provides supervision and direction of the staff and daily operations of the Horace Nye Kitchen;

Uses a personal computer to enter, retrieve and analyze data;

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 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 Associates degree in Dietetics, Nutrition, Food Service Management, Business Administration or closely related field and *three years of experience in food service administration, which must have been in a position responsible for food service operation; or

B) Graduation from high school or possession of a high school equivalency diploma and five years of paid experience in Dietetics, Nutrition, Food Service Management, Business Administration or closely related field.

*Additional Education within a related field may be substituted for experience on a one for one basis.

Created
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Revised
May 17, 2006