

DEPARTMENT: Horace Nye Home
CLASSIFICATION: Competitive
GRADE: 8M/C

SPEC DISK A2
DOCUMENT 75

DIRECTOR OF FOOD SERVICES

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages a large scale cooking and food service operation which includes preparing foods for on-site consumption and satellite delivery. The Director of Food Services buys food and non-food supplies, according to the County bid system and oversees their delivery and storage. The incumbent confers with professional staff regarding dietary procedures. General supervision is received from the Nursing Home Administrator and other administrative level positions. Direct and indirect 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;
Supervises subordinate personnel;
Implements improved cooking methods;
Directs food service staff in more efficient methods of assembling and serving attractive meals;
Consults with professional staff in adapting recipes to meet dietary needs of clients and residents;
Orders supplies according to the County bid system;
Participates in preparation of food for special functions;
Tests all food for quality, quantity, appearance, taste and proper serving temperatures prior to and during service;
Oversees delivery of food and non-food items to satellite sites;
Prepares narrative and statistical reports and maintains records regarding personnel, supplies and equipment;
Provides in-service training to staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of quantity food preparation and service techniques and of kitchen management;
Thorough knowledge of materials, methods and equipment used in large-scale cooking; Thorough knowledge of modern principles and practices in field of dietetics and food service management;
Good knowledge of health and safety hazards in large-scale food preparation and service; Good knowledge of principles and practices of food service systems;
Good knowledge of governmental budgeting procedures; Good knowledge of basic nutrition and dietetics; Ability to train and supervise a substantial number of employees; Ability to prepare reports and maintain accurate, current records;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in dietetics, nutrition, food service management or closely related field and four years experience in food service administration in a health related facility, two of which must have been in a supervisory position; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in dietetics, nutrition, food service management or closely related field and four years experience in food service administration in a health related facility, four of which must have been in a supervisory position; or
- (c) An equivalent combination of training and experience as defined in (a) and (b).

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