

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV32717
Job Class Code:	300	Salary Schedule:	AREG
EEO Category:	01	Grade:	18
Workers Comp Code:	9040		

Job Code Established:	09/23/88	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Housekeeping Series

JOB CODE TITLE: FOOD SERVICE MANAGER I

HRIS TITLE: FOOD SVC MGR I

WORK DESCRIPTION: Manages and supervises, through subordinate supervisors, a small to moderate-sized food service operation; supervises the full scope of food service activities ranging from menu planning through the serving of food; assures adherence to sanitation and safety standards; develops annual budget recommendation and controls expenditures.

WORK ACTIVITIES: Directs, instructs and counsels subordinate personnel who are supervisors carrying out tasks requiring considerable judgment or creative efforts.

Establishes and maintains work standards, procedures and rules for a unit of the work system.

Analyzes and evaluates work procedures and rules for a work system; makes determinations and establishes these in practice.

Resolves questions presented by subordinate supervisory staff of the work system.

Inspects work areas in order to detect problems or other factors affecting program or work system.

Plans cycle and weekly menus; confers with dietitian and medical and religious services regarding special diets.

Prepares quarterly food requirement surveys based on menu plans.

Examines and authorizes requisitions for food and supplies.

Monitors food purchases to ensure that advantage is taken of low food pricing situations and seasonal availability of food products.

Conducts inspections; ensures adherence to safety and sanitary rules and regulations.

Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty.

Participates in development of the annual budget request for the work system, and takes responsibility for program budget; reviews drafts, makes adjustments and decisions.

Reviews, monitors and controls amounts expended from the budget(s) to assure that expenditures do not exceed funds available; reports problems to superior.

Reviews reports prepared by subordinate workers; makes corrections, adjustments, raises questions, routes back to writer or approves.

Compiles data, develops and composes a variety of reports on work activities, functions, trends, conditions or volume of specific occurrences.

Reads incoming correspondence; plans and formulates response, subsequent action or routes to files or other destinations.

Attends meetings of managers or administrators of divisions and other major units, under chair leadership of agency director or head of major division, program or work system; gives and receives information,

participates in discussion, problem resolution and decision-making.

Conducts staff meetings; directs discussion from agenda; explains, listens, discusses, participates in problem resolution and decision-making.

Performs related work as required

WORK CONDITIONS: Pressures for deadlines or work completion; some weekend or evening work may be required.

SUPERVISION: Works under administrative direction, exercising considerable discretion in carrying out work assignments.

WORK RESULTS/PRODUCTS: A functioning and operational work system; menus that meet nutritional requirements; a food service operation that is cost effective and meets sanitation and safety standards; written policies and procedures, program and personnel evaluations; effective utilization of USDA surplus commodities; a constantly maintained and updated inventory.

RESPONSIBILITY: For effective planning, design or establishment of standards, systems, policies, strategies, operations or methodologies; developing menus that meet nutritional standards; controlling food costs.

AUTHORITY: To plan, organize and schedule work; develop and implement policies and operational procedures, change menu plans, authorize requisitions; sign personnel actions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: volume food preparation and associated delivery systems; normal nutrition and special diets; the principles and practices of program administration; principles and practices of leadership; principles and practices of work and organizational management; applicable sanitation and safety codes, rules and regulations; inventory control; the State's purchasing procedures; the principles and practices of State accounting and fiscal control systems; budget preparation and control.

Ability to: apply the principles and practices of leadership and work management; plan food combinations that are nutritious and appetizing and satisfy the residents and/or clients; communicate verbally and in writing; establish and maintain work relationships; monitor and evaluate food service activities; analyze situations accurately and taking appropriate action.

SPECIAL SELECTION FACTORS: Required at time of appointment: possession of a valid, current food handler's permit.