

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV32718
Job Class Code:	300	Salary Schedule:	AREG
EEO Category:	01	Grade:	20
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 II

HRIS TITLE: FOOD SVC MGR II

WORK DESCRIPTION: Manages and supervises, through subordinate supervisors, a large 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 or a division of the work system. Analyzes and evaluates work procedures, methods and rules for a work system; makes determinations and establishes these in practice. Resolves questions presented by subordinate supervisory staff. 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. 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 the development of the annual budget request for work system, and takes responsibility for budget of program; 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.

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

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

WORK RESULTS/PRODUCTS: A functioning and operational work system; a cost effective food service operation; written policies and procedures, program and personnel evaluations; menus that meet nutritional

standards; a food service operation that meets sanitation and safety standards; effective utilization of USDA surplus commodities.

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; to develop and implement policies and operational procedures, change menu plans, authorize requisitions; sign personnel actions.

KNOWLEDGE, SKILLS AND ABILITIES

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

Skill/Ability to: apply leadership and work management techniques; planning food combinations that are nutritious and appetizing and satisfy residents and/or clients; oral and written communications; interpersonal relationships; monitoring and evaluating food service activities; analyzing situations accurately and taking appropriate action.