

DIRECTOR OF FOOD SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, directing, managing and supervising the activities of a food service program serving a residential type of facility preparing and servicing food for a large number of residents. Work is performed under general administrative direction with leeway for independently performing nearly all job tasks. Supervision is exercised over the work of all food service personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises the preparation and serving of meals for residents;

Directs in-service training programs for food service personnel and familiarizes new employees with their duties and responsibilities;

Directs purchase of all food as well as necessary equipment and supplies used in food preparation and service;

Recommends new hires, terminations, promotions, and changes in the work force;

Inspects food preparation and serving areas to insure acceptable sanitary standards are being met;

Manages and coordinates the resources of the dietary department to achieve adequate and efficient food service at maximum cost effectiveness;

Attends and participates in meeting with other facility department heads and supervisors as required;

Assists administrative personnel in preparing the dietary operating budget;

Responsible for development and maintenance of proper five-week menu cycle which meets the nutritional requirements for the residents;

Ensures the preparation and service of meals is in line with any dietary restrictions and Department of Health guidelines;

Oversees the care and maintenance of food service equipment;

Consults with a Dietitian regarding nutritional care and special diets for facility residents;

Reviews Dietary Department Policies and Procedures annually, and as needed;

Supervision, including relevant scheduling and discipline of dietary/food service employees;

Ensures that all food service equipment in Department is maintained in proper working order in compliance with State regulations;

Develops and maintains records and prepares reports regarding number and cost of meals served, inventory control, time and payroll records, etc.;

Ensures that all storage areas are neat and well maintained;

Ensures that all food items are served within required time frames and that stock is properly rotated;

Manages and coordinates the resources of the Dietary Department to achieve adequate and efficient food service at maximum cost effectiveness;

Provides employee orientation and evaluation to ensure efficient and safe operation of the food service program;

Reviews accident reports and holds all subordinate staff accountable for their assigned safety and health responsibilities;

Ensures that all potentially hazardous tasks are covered by specific rules or procedures to minimize risk;

Ensure the confidentiality of personnel files, collective bargaining agreement negotiations, Department records, and client and resident records;

May perform relate work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of large-scale cooking operations, health care setting experience; thorough knowledge of modern methods, materials and appliances used in large scale food preparation and services; thorough knowledge of the sanitary aspects of food preparation and service; ability to plan, implement and evaluate a food service program; ability to perform common office record keeping tasks; ability to assign, plan and supervise the work of others; knowledge and ability to work as a team with others in the Department, and provide strong leadership and direction; familiar with all State Operations Manual Regulations for New York State Department of Health which pertain to the Dietary Department and its functions, ability to express ideas clearly; ability to lift and carry fifty (50) pounds; and good personal hygiene.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with a Master's Degree in food service administration, hospitality or other related field, and two (2) years of experience in food service administration including one (1) year of supervisory experience; or

- (B) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree in food service administration, hospitality or other related field, and four (4) years of experience in food service administration including one (1) year of supervisory experience; or
- (C) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree in food service administration, hospitality or other related field, with six (6) years of experience in food service administration including one (1) year of supervisory experience; or
- (D) Graduation from high school or possession of a high school equivalency diploma, and eight (8) years of experience in food service administration including one (1) year of supervisory experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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