

FOOD SERVICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, directing, managing, and supervising the activities of a food service program serving a school or residential type of facility preparing and servicing food for a large number of people. Work is performed under general administrative direction of the 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;

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

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

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

Oversees the care and maintenance of food service equipment;

Consults with a Dietitian regarding nutritional care and special diets;

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;

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

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Assists administrative personnel in preparing the dietary operating budget;

Provides employee orientation and evaluation to insure efficient and safe operation of the food service program.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of modern methods, materials and appliances used in large scale food preparation and service; thorough knowledge of the sanitary aspects of food preparation and service; good knowledge of basic nutrition and dietetics; good knowledge of food values and costs; good knowledge of food cost analysis procedures; working knowledge of purchasing terms and practices; ability to plan, implement, and evaluate a food service program; ability to perform common office record keeping tasks; ability to plan and supervise the work of others; ability to coordinate all aspects of food service such as purchasing, preparation, service and sanitation; and ability to follow oral and written directions.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered two year college with an associate degree in dietary or nutrition technology, food service administration or management and one year of food service management experience; or
- (B) Three years of food service management experience; or
- (C) An equivalent combination of training and experience as indicated in (A) and (B) above acceptable to the New York State Department of Health.

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NOTE: A bachelor's degree in dietetics, nutrition or food service management can be substituted for the required food service management experience in (A).

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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