

## **REFRESHMENT STANDS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is managerial work of a moderately complex nature involving responsibility for planning, directing and coordinating a summer refreshment stands program at multiple service areas. Program activities include the simple preparation, grilling and frying of foods and the selling of beverages, ice cream and prepackaged food items. The work is performed under the general direction of a program administrator. Supervision is exercised over a moderate number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, administers and directs summer refreshment stands program;

Prepares specifications and recommends contract awards for foods, supplies and equipment;

Develops, organizes, monitors and controls storage, receiving, sanitation, and operational procedures;

Coordinates the purchase of food supplies and equipment;

Prepares program budget;

Selects and hires personnel and conducts training accordingly.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of administrative principles and practices; good knowledge of program planning and implementation; good knowledge of food purchasing and storage methods and practices; good knowledge of sanitary practices and techniques related to the handling of food; working knowledge of the preparation of specifications; ability to direct and coordinate program activities; ability to select and train personnel; ability to prepare a budget; ability to understand and implement oral and written directions; and ability to maintain records and prepare reports.

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MINIMUM QUALIFICATIONS: One year experience in a food service establishment which involved planning, direction and coordination of a moderate number of employees in day-to-day operations.

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Revised and Replaced in Classplan: 3/6/2023

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Last Reviewed: 9/24/97  
Jurisdictional Class: No-Competitive  
Public Hearing: Approved  
NYS Civil Service Commission Approval: Approved