

Specification for Class of

FOOD MANAGER 3

Abolished Effective July 1, 2007

Definition: Manages the food service department in an institution where 30,000 to 50,000 meals are prepared each month. Duties include supervising employees and residents engaged in planning menus, ordering, storing and maintaining inventories of foods and supplies, preparing and serving meals, and planning and preparing modified diets and menus which conform with resident medical care programs.

Typical Work

Supervises and organizes the work of cooks, food service personnel and residents; plans daily, weekly, special and other menus; converts standard menus to fit institution needs;

Administers in-service vocational training to cooks; supervises instruction of residents in general cooking, baking, meatcutting, and food preparation and services; reviews resident grades on performance, progress and attitude;

Prepares and plans budgets; determines food costs estimates and orders food supplies and equipment; supervises receiving, checking, storage and distribution of food supplies and equipment;

Confers with farm manager to coordinate food orders with farm production;

Inspects kitchen, dining, and food preparation areas to ensure proper food handling, sanitation, elimination of safety and/or security hazards, and proper care, use and security of culinary equipment;

Checks food during and after preparation to ensure proper quantity, quality and seasoning;

Supervises maintenance of order and discipline among residents while they are working in food and dining areas;

Maintains inventories on produce, dry stores, canned goods, utensils and kitchen equipment; devises methods to eliminate pilferage;

Prepares and reviews quarterly ration and waste reports and maintains card index on inventory and cost of food items and other records;

Performs other work as required.

Knowledge and Abilities

Knowledge of: management of large-scale food preparation and services; methods and aims of correctional rehabilitation programs; scheduling and assigning work; inventory procedures; report preparation.

Ability to: supervise and train others in cooking and food service; plan a variety of nutritious menus to fit needs and limitations on food preparation in an institution; maintain security, order and discipline of residents; establish and maintain cooperative working relationships with others; follow written and oral instructions.

Minimum Qualifications

Four years of supervisory or leadwork experience in a large-scale food operations involving work in the planning, organization, and production of meals, food procurement, storage, and preparation, or closely related work.

A Bachelor's degree involving major study in institutional food management, restaurant management, or dietetics may be substituted for two years of the required experience.

OR

Two years of experience as a Food Manager.

OR

Three years of experience as a certified dietician.

New class

Effective December 14, 1984

Revised May 28, 1986 (emergency basis; permanent basis August 15, 1986)

Revises minimum qualifications