

FOOD SERVICE MANAGER

GENERAL STATEMENT OF DUTIES: Performs a variety of skilled tasks in the preparation and serving of food in the Genesee County Jail; responsible for cooking meals for residents, staff and visitors, planning menus, supervising staff, ensuring the quality, quantity and appearance of food meets standards, and maintaining necessary records; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Determines basic diet for the Jail population including dietary essentials, established portion sizes, availability of food, food preference and principles of economy;
Makes adjustment in quantity and content of meals in response to differences in nutritional requirements of residents;
Instructs assigned food service personnel regarding the type and quantities of food required;
Inspects kitchen activities to ensure the use of correct procedures in the preparation and cooking of foods;
Inspects quantity, quality, temperature and appearance of food before it is served;
Reviews menus periodically to determine more acceptable types of food;
Requisitions supplies, equipment and food, inspecting these items upon receipt to ascertain that specifications are met;
Supervises kitchen housekeeping activities;
Participates in general personnel activities which may include interviews, appointments, attendance, performance evaluations, promotion, and discipline;
Prepares work schedules, assigns routine food preparation and kitchen housekeeping tasks, and supervises the work;
Supervises and participates in the preparation of entire meals;
Maintains food service records and prepares periodic reports including meals served, food cost, personnel and inventories of food and equipment;
Suggests revisions or adaptations of work procedures for more efficient performance of the food service operation;
Supervises trustees assigned to the kitchen activities.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of quantity food ordering and preparation;
Thorough knowledge of kitchen sanitation and hygiene, food handling and storage practices;
Ability to estimate accurately quantities of food needed to serve large numbers of persons;
Ability to plan and carry out efficient work procedures;
Ability to prepare and maintain necessary records;

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Ability to supervise and train assigned personnel including trustees;
Ability to stand or walk for extended periods;
Ability to maintain good working relationships with supervisors, employees and residents;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Four (4) years experience in food preparation, including two (2) years in a supervisory or group leader position in institutional or quantity commercial food preparation operations;

OR

Three (3) years experience in food preparation, including one (1) year in a supervisory or group leader position in institutional or quantity commercial food preparation operations and successful completion of one (1) year dietetic internship approved by the American Dietetic Association;

OR

Two (2) years experience in food preparation, including one (1) year in a supervisory or group leader position in institutional or quantity commercial food preparation and successful completion of a two (2) year occupational program in Food Management Technology;

OR

One (1) year experience in food preparation in institutional or quantity commercial food preparation and a Bachelor's degree in food and nutrition, institutional food management home economics or dietetics.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays and irregular hours.

Established: February 15, 1980

Revised: December 28, 1999


Human Resources Director