

DIRECTOR OF CENTRAL FOOD AND NUTRITION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Deputy County Executive, the Director of Central Food and Nutrition Services is responsible for the overall operation and management of the Division of Central Food and Nutrition Services, the WPNH dietary division and Main Jail/Jail Barracks food services. The incumbent organizes, directs and oversees the planning, purchasing, preparation and delivery of nutritionally balanced and palatable foods from the Central Food Production Center to consumption units and contract locations in the most efficient and cost-effective manner. The Director of Central Food and Nutrition Services develops food service policies, objectives and practices and serves as the liaison for food services within the County. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates the provision of food services with the consuming units to assure a maximum level of acceptance;

Evaluates and provides direction for food service operations of the County in relation to the established goals, objectives and practices and implements appropriate changes;

Oversees and directs the operation of the Willow Point Nursing Home dietary department and the Jail food services in accordance with contract;

Oversees production and delivery of meals to the office for Aging congregate meal sites and to Meals on Wheels drop-off points in accordance with the contract;

Monitors production and service of food to ensure that compliance is maintained with all applicable codes and regulations;

Administers the USDA Commodities Program for Broome County facilities, including monitoring to ensure compliance with Federal regulations;

Oversees the implementation and maintenance of computerized systems to enhance production, streamline recordkeeping and maximize savings;

Develops, prepares and presents the food service budget for administrative and legislative approval;

Directs the preparation of financial documents, including purchase requisitions and chargebacks;

Evaluates the inventories of equipment in the consuming units and makes recommendations for purchase of food service equipment by County facilities;

Ensures appropriate in-service training for staff in all locations, relative to such areas as on-site food production, rethermalization and meal service;

Establishes and maintains effective budgetary management and cost controls;

Writes specifications for food and kitchen-related nonfood items and equipment;

Reviews bids for food, nonfood and equipment and makes

recommendations for their award;
Oversees the employment, training and evaluation of Central Foods, Jail Food Service and WPNH dietary staff;
Prepares a variety of narrative reports on food service operation;
May serve on various planning, coordinating and task force committees;
May work with consultants on food service-related capital improvement projects;
Prepares Capital Improvement Project requests as needed;
Negotiates contracts and/or memorandums of understanding for provision of services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of quantity food preparation and service techniques;
Good knowledge of principles and practices of food service systems;
Good knowledge of governmental budgeting procedures;
Good knowledge of basic nutrition and dietetics;
Ability to use a personal computer to enter, retrieve and analyze data;
Ability to plan and supervise the work of others in a manner conducive to high performance, productivity and morale;
Ability to communicate clearly and effectively, both orally and in writing;
Ability to perform substantial close, detail work;
Ability to prepare narrative reports;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in dietetics, nutrition, food service management, business administration or closely related field and four years experience in food service administration, two of which must have been in a position responsible for a major portion of a large scale food service operation.

NOTE: Education beyond the Bachelors Degree in one of the specified fields can be substituted for the non-supervisory experience on a year for year basis.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.