

FOOD SERVICE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class administers a large scale food service operation. The Food Service Director is responsible for overseeing all phases of the operation, including budget, expenditures, coordination with the central food service for food items, review of policies and procedures to ensure continuing compliance with codes and regulations, development of menu plans and options to meet the nutritional needs of residents/clients, and representation of the operation at meetings. General supervision is received from the Director of Central Food and Nutrition Services, with wide leeway allowed for the exercise of independent judgment. Supervision is exercised over subordinate professional and managerial personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees food preparation and service at the Willow Point Nursing Home to ensure compliance with New York State Department of Health codes and regulations and departmental policies and procedures;

Reviews and develops policies and procedures to improve efficiency, meet resident needs, and ensure compliance with applicable codes and regulations;

Coordinates operations with Central Food Production Facility in the planning, development and implementation of menus;

Directs the selection and evaluation of designated staff;

Assists with the development and monitoring of the annual budget for the department at both the facility level and Central Foods and Nutrition Service level in accordance with residence needs and project goals;

Develops bid specifications for supplements and evaluates new products/suppliers;

Assists professional staff in menu planning and development and assures nutritional adequacy of menus;

May institute menu revisions as needed to meet service and production requirements;

Represents the operation in meetings with higher-level administrators, department heads, nursing home staff, residents and their families;

Supervises and directs staff in coordination of daily food services with the policies, procedures and goals of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of quantity food preparation and service techniques;

Good knowledge of the principles and practices of food service systems;

Good knowledge of basic nutrition and dietetics;

Good knowledge of New York State codes and regulations applying to the operation of large scale food service systems;

Working knowledge of governmental budgeting procedures and the bid system;

Ability to use a personal computer;

Ability to plan and supervise the work of others;

Ability to communicate effectively, both orally and in writing;

Tact;

Patience;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelors degree in Food and Nutrition, Dietetics, Food Service Management or a closely related field and two years of supervisory experience in the dietetic service of a health care institution; or
- B) Graduation from a New York State registered or regionally accredited college or university with a Bachelors degree and possession of a certificate in Dietetics from the American Dietetic Association and one year of supervisory experience in the dietetic service of a health care institution; or
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.