

FOOD SERVICE MANAGER - CORRECTION

GENERAL STATEMENT OF DUTIES: Directs the operation of the Dietary Division of the Department of Corrections; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Warden, Department of Correction, is responsible for the planning and administration of the food service in the Department. Supervision is exercised over a large number of personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the preparation of meals served;

Prepares menus and introduces changes in food orders;

Instructs personnel and assigned prisoners in basics of food service and preparation;

Assists in planning the food budget and ensures that expenditures are in accordance with established policies;

Directs purchasing activities for Dietary Division;

Supervises maintenance and security of the operation;

Directs special diet programs;

Responsible for in-service training and orientation of all dietary personnel and prisoners;

Coordinates activities with other Section Heads;

Maintains departmental records and prepares monthly activity and statistical reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of institutional food service practices, to include knowledge of large-scale food operations, planning and preparation; good knowledge of organizational and administrative practices and techniques; good knowledge of budget preparation and analysis; good knowledge of record keeping systems and evaluative techniques; ability to work with and direct subordinates; leadership; professional and personal integrity; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or general equivalency diploma and either (a) a Bachelor's Degree* and four years of experience in institutional food service, food service management, dietetics, restaurant management or nutrition, two years of which must have been in a supervisory capacity; or (b) a Master's Degree* in food service administration, restaurant management, or foods and nutrition, with three years of experience as described in (a), two of which shall have been in a supervisory capacity; or (c) a satisfactory equivalent combination of training and experience, as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Must be eligible for certification as a dietician by American Dietetics Association.