



CLASS SPECIFICATION

Class Code: 9005
Date Est: 7/90
Last Rev: 2/98
Last Title Chg:
FLSA: non-exempt

ASSISTANT FOOD MANAGER

DEFINITION

Under general supervision, provides day-to-day supervision and management for food service operations at the Washoe County Detention Facility; supervises staff in the main kitchen and satellite locations; maintains inventory control of stock and supplies; assists with purchasing and quality control; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time progressively responsible work experience in food preparation and cooking in an institutional or large commercial establishment; OR one year of full-time experience as a Jail Cook in Washoe County; OR any equivalent combination of training and experience.

LICENSE OR CERTIFICATE

NA

SUPERVISION EXERCISED

Exercises direct supervision over food service operations staff at the Washoe County Detention Facility.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist with the daily management of food service operations at the Washoe County Detention Facility, ensuring proper food preparation, sanitation, and adherence to established menu standards.

Supervise assigned staff, scheduling and assigning work, determining work performance standards, conducting performance evaluations, providing direction to staff, conducting employment interviews, and handling disciplinary problems.

Train staff in institutional cooking practices and food preparation in accordance with American Correctional Association standards.

Coordinate utilization of inmate workers, including health standards screening, overseeing food preparation instruction, and directing kitchen cleanup and inventory stocking.

Perform the food services purchasing function, including requisition and receipt of goods, inventory control, and quality inspection.

May negotiate contracts for supplies and foodstuffs with outside vendors.

Promote cost effectiveness through utilization of efficient food preparation methods, use of leftovers, and proper waste and quality control.

Compile statistics and organize information for inclusion in periodic Expenditure Summary Reports.

Assist with monitoring and tracking annual expenditures and costs, regularly comparing cumulative costs of goods and supplies with budgeted funds available.

Assist with the development and implementation of a certificated culinary arts program for inmate workers.

Attend workshops and read trade materials to remain informed about the development of trends and concepts in the management of institutional food service programs.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Operations, policies, and procedures of the Department.

American Correctional Association standards and requirements for food service.

Countywide personnel policies.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Comprehensive knowledge of methods, materials, and equipment used in the storage, care, preparation, dispensing, and serving of food in large quantities.

Kitchen sanitation methods and procedures.

Inventory control methods and procedures.

Work safety methods and procedures.

Principles of supervision, training, and employee evaluation.

Ability to:

Plan, organize, and direct institutional food service operations.

Develop and maintain appropriate records and prepare reports.

Read and interpret policies and procedures.

Develop cost estimates.

Perform purchasing and inventory maintenance functions.

Maintain cooperative relationships with other staff.

Effectively represent the Department with vendors and other County staff.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 50 lbs. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to heat, steam, moisture, chemicals, and solvents.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date March, 2001