



CLASS SPECIFICATION

Class Code: 13772
Date Est: 08/2002
Last Rev: 08/2012
Last Title Chg:
FLSA: Non-exempt
Probation: 12 months

FOOD MANAGER - JUVENILE SERVICES

DEFINITION

Under general supervision, plans, organizes, directs, supervises, and manages the food service operations of the Department of Juvenile Services; supervises staff in the main kitchen and satellite locations; maintains inventory control of stock and supplies; performs purchasing and quality control; prepares and distributes meals; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of full-time progressively responsible work experience in food preparation and cooking in an institutional or large commercial establishment, including at least one year in a supervisory or administrative capacity; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Certified Food Safety Manager at time of appointment.

Complete and maintain training and certification in Department approved training including Standard First Aid and CPR.

SUPERVISION EXERCISED

Exercises direct supervision over food service operations staff at the Department of Juvenile Services.

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

Plan, manage, direct, and supervise food service operations at the Department of Juvenile Services, ensuring proper food preparation, sanitation, and adherence to established menu standards.

Plan menus to conform to the USDA School Lunch and Breakfast Programs and estimate food requirements.

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

Supervise assigned staff, preparing work schedules, 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 local and national standards.

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

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.

Make regular facility inspections to maintain adequate standards for food handling and preparation, safety, and sanitation.

Maintain a HACCP Sanitation Program to ensure compliance with Washoe County Health Regulations.

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

Monitor and track annual expenditures and costs; regularly comparing cumulative costs of goods and supplies with budgeted funds available.

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.

Local and national standards and requirements for food service.

Nutritional and menu planning, including state and federal regulations.

Security procedures and techniques when directing youth.

Laws, regulations, and policies governing the direction of youth in culinary programs.

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, techniques, and equipment used in the storage, care, preparation, dispensing, and serving of food in large quantities.

Sanitation and safety requirements and techniques including HACCP.

Banquet, buffet, or catering service procedures.

Computer; including word-processing, databases, and spreadsheets.

Inventory purchasing, control methods and procedures.

Work safety methods and procedures.

Methods for the safe handling and storage of commercial cleaning solvents.

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.

Observe and record events accurately and concisely.

Understand and follow recipes.

Develop cost estimates.

Perform purchasing and inventory maintenance functions.

Communicate effectively, both orally and in writing.

Relate to youth in a positive, patient and caring yet firm and consistent manner.

Establish, foster, and maintain effective working relations with those contacted in the course of work.

Effectively represent the Department with vendors and other County staff.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Must be willing to work evening, weekend and holiday shifts. Ability to stand for extended periods. Ability to frequently walk, stoop, and kneel. Ability to work on slippery surface. Ability to lift and move objects weighing up to 75 lbs. Ability to work under conditions involving exposure to steam, heat, noise, and chemicals.

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