

FOOD SERVICE MANAGER

DEFINITION

Under general supervision, to plan, direct, and supervise the preparation of meals in an institutional setting; to plan and make meals available for other organizations; to order food and supplies, maintaining proper inventory levels; to perform a variety of cooking and food preparation; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification which manages and oversees the activities and functions of the Jail Food Services.

REPORTS TO

Jail Sergeant.

CLASSIFICATIONS DIRECTLY SUPERVISED

Jail Cook and Inmate Workers.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Primary Functions:

- Plans, directs, and supervises the preparation of meals in an institutional setting;
- Provides training and work coordination for kitchen staff and inmate workers assigned to kitchen;
- Plans and makes meals available to staff and other organizations;
- Establishes, monitors, and controls the jail food budget;
- Orders food and supplies, maintaining proper inventory levels;
- Receives goods, verifying prices and quantities received;
- Ensures proper safety, food handling and sanitation;
- Ensures that kitchen equipment is maintained in proper working order;
- Plans and maintains cooking schedules required to meet production requirements;
- Measures and mixes ingredients according to recipes;
- Produces high quality, nutritious meals;
- Maintains a variety of records and reports; performs a variety of cooking and food production assignments.

Secondary Functions:

- Develops and prepares special menus, upon request, for specific purposes.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift 50 pounds without assistance and more than 50 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX; use of kitchen equipment including stove, oven, garbage disposal, mixers, food processors, dishwasher, etc.

TYPICAL WORKING CONDITIONS

Work is performed in office and kitchen environments; exposure to chemicals and gases; frequent contact with staff and inmates.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, and equipment used in storage, care, preparation, cooking and dispensing of food in large quantities.
- Menu planning and food production.
- Proper kitchen sanitation methods and procedures.
- Principles of supervision and training.

Ability and willingness to:

- Plan, organize, direct, and supervise food preparation and production.
- Supervise, train and evaluate the work of subordinate staff and inmate workers.
- Develop and maintain efficient food production methods.
- Maintain a proper inventory.
- Maintain proper kitchen safety and sanitation.
- Perform a variety of cooking and food production assignments.
- Maintain records and prepare reports.
- Establish and maintain cooperative working relationships.
- Use computers.
- Maintain confidentiality.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

At least three (3) years of previous work experience in volume food cooking, production, and inventory maintenance, preferably including one year in a lead worker or supervisory position.

Special Requirements:

- Possession of a driver's license valid in California.
Possession of a valid Food Safety Certification, or the ability to obtain such within 12 months of hire.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.