

DEPUTY DIRECTOR OF CENTRAL FOOD & NUTRITION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting the Director of Central Food and Nutrition Services in the administration of the Central Food and Nutrition Services Division. Responsibilities include oversight of the daily operations of the central food preparation facility and coordination of those operations with the sites served by the division. The position provides technical assistance to user departments and participates in the development of policies and procedures, program planning and management. The incumbent develops and maintains computerized recordkeeping procedures. The Deputy Director of Central Food and Nutrition Services acts as the representative of the division in the absence of the Director. Work is carried out under the general supervision of the Director with considerable leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director in the administration of the division and acts for and in place of the Director;
Provides technical assistance to user departments in the provision of a large scale food service program in accordance with New York State Department of Health codes and regulations;
Develops, maintains and analyzes statistical and programmatic material to aid in reporting and planning activities;
Participates with Director in the development and implementation of division policies, procedures, goals and objectives;
May assist in the development and preparation of the food service budget;
Operates a computer to develop and maintain food service management/nutritional analysis and recordkeeping systems;
Assists with coordination of production with the needs of user departments;
Assists in the administration of the USDA Commodities Program for Broome County facilities;
Assists in the preparation of bid specifications and the review of bids;
Represents the division at training programs, meetings and conferences;
Provides general supervision and direction of the staff and daily operations of the Central Food Production Facility;
Provides user departments with dietetic services as needed and/or scheduled;
Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of quantity food preparation and service techniques;
Good knowledge of the principles and practices of food service

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systems;
Good knowledge of governmental budgeting procedures;
Good knowledge of basic nutrition and dietetics;
Ability to use a personal computer to enter, retrieve and analyze data;
Ability to plan and supervise the work of others;
Ability to communicate clearly and effectively, both orally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in Dietetics, Nutrition, Food Service Management, Business Administration or closely related field and three years of experience in food service administration, which must have been in a position responsible for a major portion of a large scale food service operation; or
- B) Current registration by New York State as a Registered Dietician and three years of experience as described in A) above.