

## **SENIOR FOOD SERVICE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Senior Food Service Director is responsible for the administration of the Division of Central Food and Nutrition Services, the WPNH dietary division and Main Jail/Jail Barracks food services. The incumbent organizes, directs and oversees the planning, purchasing, preparation and delivery of nutritionally balanced and palatable foods from the Central Food Production Center to consumption units and contract locations in the most efficient and cost-effective manner. The Senior Food Service Director assists in developing food service policies, objectives and practices and may serve as the liaison for food services within the County. Work is performed under general supervision. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates the provision of food services with the consuming units to assure a maximum level of acceptance;

Provides direction for food service operations of the County in relation to the established goals, objectives and practices and implements appropriate changes;

Oversees the operation of the Willow Point Nursing Home dietary department and the Main Jail/Jail Barracks food services in accordance with the contract;

Oversees production and delivery of meals to the Office for Aging congregate meal sites and to Meals on Wheels drop-off points in accordance with the contract;

Monitors production and service of food to ensure that compliance is maintained with all applicable codes and regulations;

Assists in the preparation of the food service budget for administrative and legislative approval;

Directs the preparation of financial documents, including purchase requisitions and chargebacks;

Makes recommendations for purchase of food service equipment by County facilities;

Schedules appropriate in-service training for staff in all locations, relative to such areas as on-site food production, rethermalization and meal service;

Maintains effective budgetary management and cost controls;

Writes specifications for food and kitchen-related nonfood items and equipment;

Reviews bids for food, nonfood and equipment and makes recommendations for their award;

Prepares a variety of narrative reports on food service operation;  
May serve on various planning, coordinating and task force committees;  
May work with consultants on food service-related capital improvement projects.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of quantity food preparation and service techniques;  
Good knowledge of principles and practices of food service 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 in a manner conducive to high performance, productivity and morale;  
Ability to communicate clearly and effectively, both orally and in writing;  
Ability to perform substantial close, detail work;  
Ability to prepare narrative reports;  
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 Bachelor's Degree in dietetics, nutrition, food service management, restaurant management, business administration or closely related field and four years experience in food service administration, two of which must have been in a position responsible for a major portion of a large scale food service operation.
- B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in dietetics, nutrition, food service management, business administration or closely related field and six years experience in food service administration or restaurant management, two of which must have been in a position

responsible for a major portion of a large scale food service operation.

C) An equivalent combination of training and experience as indicated within the limits of A & B above.

NOTE: Education beyond the Bachelors Degree in one of the specified fields can be substituted for the non-supervisory experience on a year for year basis.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.