

FOOD SERVICES DIRECTOR I

DESCRIPTION OF WORK:

This is management work in directing food service operations of limited size and complexity in a college, hospital, or institution.

Employees serve as food service directors at colleges with limited dining hall or cafeteria facilities, at hospitals, schools for handicapped children, and sanatoria with relatively small patient or student populations, and as assistant directors of food service in the largest colleges. Work involves supervisory responsibility in all phases of food management including food procurement and storage, menu planning, food preparation and service, housekeeping, and record keeping. Employees work independently under the general supervision of a higher level food service director, business officer, or institution head; and work is evaluated through inspections and analysis of reports as well as through comments of consumer population regarding the quality of food preparation and service.

EXAMPLES OF DUTIES PERFORMED:

Plans and establishes menus; maintains a quantity recipe file.

Estimates needed quantities for individual meals or a series of meals and requisitions necessary supplies from a storeroom.

Inspects the quality of food service on hospital wards or in other dining areas and determines that sufficient food is received in proper condition for consumer needs.

Supervises cooking and baking activities in the main kitchen and instructs employees in proper methods of food preparation and service.

Inspects food returned to the kitchen to determine extent of wastage, and uses this information as a basis for modifying future menus or for cooking foods in a different manner; plans ways to utilize left-over food.

Inspects kitchen, serving and related work areas to determine that high standards of food sanitation are maintained.

Discusses with administrative officials the planning of new kitchen facilities or the replacement of existing equipment.

Plans and administers, or makes provisions for the planning and administering of special diet activities in the absence of the therapeutic dietitian or in institutions not employing a dietitian for this purpose.

Performs related duties as required.

RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities

Considerable knowledge of the accepted principles and practices of dietetics and nutrition.

Considerable knowledge of the dietary requirements for a variety of special diets and allowable substitutions for various items found on diet menus.

General knowledge of the methods, materials, and equipment used in large scale cooking and food service activities.

General knowledge of food quantities needed to feed a relatively large number of persons and the relative cost of various food items.

General knowledge of food sanitation principles and methods of maintaining such standards in an institutional kitchen.

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Ability to delegate responsibility and to plan, organize, and direct the work of a number of skilled and unskilled workers.

Ability to conserve food and to use left-overs in a proper manner.

Ability to inspect incoming fresh vegetables, fruits, and meats to determine that they meet purchase order specifications.

Minimum Education and Experience

Bachelor's degree in dietetics, home economics, or institution management from an appropriately accredited institution and completion of a twelve month internship for student dietitian or one year of food management experience; or an equivalent combination education and experience.

Special Requirement

Registration by the American Dietetic Association may be required in some positions of this class.