

FOOD SERVICE DIRECTOR III

DESCRIPTION OF WORK

This is management work in directing a very large college or hospital food service operation. Employees direct food service operations at the larger colleges or Memorial Hospital. Work at the colleges involves very large food preparation and service for students, while the employee at Memorial Hospital is responsible for all dietary services for a teaching hospital together with a cafeteria serving employees and visitors. 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 business officer or hospital administrator, 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

Cooperates with administration in the formulation and execution of policies in regard to employees, students, patients, nurses, subordinate dietitians, and food service personnel.
Gives administrative supervision to all dietary activities, including the planning and establishment of menus.
Meets with subordinate dietitians and cooks for the purpose of preparing annual budgets and indicating needs of dietary department.
Supervises the preparation of personnel records such as time sheets, changes in rates of pay; recommends the transfer, promotion, and disciplining of employees; supervises preparation of inventories.
Plans specifications for food items and such equipment as electric mixing machines, baking compartments, stoves, steamers, potato peelers, garbage disposal units.
Plans and administers, or makes provision for the planning and administering of, special diet activities in the absence of the therapeutic dietitian.
Plans new kitchen facilities or the replacement of existing equipment.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of the principles and practices of institutional management.
Thorough knowledge of the methods, materials, and equipment used in large-scale cooking and food service activities.
Thorough knowledge of food sanitation principles and methods of maintaining such standards in an institutional kitchen.
Considerable knowledge of the principles and practices of dietetics and nutrition.
General knowledge of accounting and bookkeeping principles and practices as related to large-scale food management activities.
Ability to delegate responsibility and to plan, organize, and direct the work of a number of skilled and unskilled foodservice workers.
Ability to analyze food management operations and to evaluate needs and improvements.

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Minimum Education and Experience

Bachelor's degree in institutional management or business administration from an appropriately accredited institution and four years supervisory experience in large scale food management activities; or an equivalent combination of education and experience.

Special Requirement

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