

FOOD SERVICE MANAGER

GENERAL DEFINITION OF WORK:

The position is responsible for the day to day operations of the kitchen. Work is performed in a secure detention facility and requires conformance to security policy and procedure. Work is performed under the supervision of the Support Services Coordinator.

TYPICAL DUTIES:

Supervises all full time and part time cooks.

Prepares and supervises food preparation.

Prepares all food and supply orders.

Completes USDA reports and food production sheets.

Assists with menu production and ensure that it is followed.

Ensures special medical or religious diets are prepared as instructed.

Ensures that all meals are in compliance with ServSafe guidelines.

Insures sanitary regulations are met in all areas of the kitchen.

Maintains proper temperature logs.

Makes substitutions to menus if necessary.

Operates standard and commercial equipment.

Provides quarterly training for all subordinate staff.

Performs other related work as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of materials and methods used in preparing foods on a large scale.

Comprehensive knowledge of the use and care of utensils and equipment.

Comprehensive knowledge of food values and nutrition.

Comprehensive knowledge of health and sanitation practices.

Some knowledge of supervisory principles and practices.

Ability to follow written and oral instructions.

Ability to establish and maintain effective working relationships.

Some knowledge of USDA Guidelines.

EDUCATION AND EXPERIENCE:

High School Graduate or equivalent and at least (5) years experience in food service operation (large quantity) that provides the knowledge, skills and abilities listed above.

PHYSICAL REQUIREMENTS:

Must have the physical ability to lift a minimum of 40 lbs. Must be able to walk and stand for long periods of time.

SPECIAL REQUIREMENTS:

Must maintain a current certification in OSHA, Emergency Preparedness and a current Tuberculin skin test (PPD).

Must maintain ServSafe Management Certification.

This is a job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification. But it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.