



FOOD SERVICE DIRECTOR

SCOPE OF WORK:

Work activities involve managing all phases of a nutrition services program within a state agency.

DUTIES PERFORMED AT ALL LEVELS:

- Plan the preparation and serving of nutritional meals according to menu guidelines; maintain food at proper holding and storage temperatures according to Hazard Analysis and Critical Control Point (HACCP) guidelines.
- Work with Registered Dietitian to insure that meals, supplementary lunches, and snacks are planned to meet nutritional standards and special dietary requirements.
- Prepare and document modified and therapeutic diets; maintain and update recipes.
- Estimate food supply requirements and initiate requisitions for food and supplies; adjust quantities based on population changes, recipe requirements, and use of commodities.
- Make recommendations and assist in developing specifications for food service equipment.
- Establish and maintain policies and procedures concerning all food service areas.
- Schedule timely delivery of all meals.
- Supervise personnel assigned to food service areas, including clients, patients, students, inmates, and staff.
- Train all personnel on food preparation, storage, sanitation, and safety according to HACCP and Material Safety Data Sheets (MSDS) standards.
- Maintain and record proper dry storage and cooler and freezer temperatures.
- Assist with preparing and monitoring budget; prepare all required reports.
- Plan special meals for meetings, holidays, picnics, etc.
- May be responsible for development of policies and procedures to assure consistent quality of food served or prepared in other locations.
- May provide or facilitate community nutritional education programs under guidance of a Registered Dietitian.
- May serve as acting director in director's absence.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

FOOD SERVICE DIRECTOR I
GRADE K

7162

LEVEL DEFINITION:

Individuals at this level perform the management of food services in a small to moderate sized institutional food service program, or assist in the management of a large and comprehensive institutional food service program.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with coursework in dietetics or food services and one year of work experience similar in type and complexity to professional experience in a large scale food service program. Work experience similar in type and complexity will substitute for the degree requirements on a year for year basis to equal five years.

FOOD SERVICE DIRECTOR II
GRADE L

7163

LEVEL DEFINITION:

Individuals in positions at this level are responsible for providing administrative direction to all phases of a large, comprehensive, and complex institutional food service program.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide assessment, development, implementation and evaluation of nutrition care, to ensure optimal nutrition standards.
- Prepare and manage department budget by ongoing monitoring of actual and anticipated expenditures.
- Coordinate the evaluation of individuals with nutritional related disorders.
- Coordinate training for student dietitians.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with coursework in dietetics or food services and three years of work experience in a large-scale food service program. Seven years of closely related food service work experience that included three years of staff supervision can be substituted for the degree.

Eff. Date: 07/76

Rev: 01/91 – Equity Review

Rev: 03/00 – Word processing conversion

Rev: 04/02 – deleted 7161, changed grade on 7162, updated duties, completed factoring, and updated minimum qualifications

Rev: 07/12 – Conversion to Hay System