



Grand County

Job Description

Title:	Food Service Manager	Job Code:	1905
Division:	Food Service	Effective Date:	09/2017
Department:	Grand Center	Last Revised:	

GENERAL PURPOSE

Performs a variety of **administrative and supervisory duties** related planning, organizing and coordinating the day-to-day operations of the Grand Center food service program designed to meet the specifications of the Aging and Nutrition Program. Manages food preparation and quality, menu planning and nutritional diet control, dietary cost control, kitchen sanitation, and inventory control of various kitchen supplies. Coordinates various catering events for the county.

SUPERVISION RECEIVED

Works under the general supervision of the Grand Center Director.

SUPERVISION EXERCISED

Provides close to general supervision to part-time, temporary, seasonal, and volunteer cooks and kitchen staff.

ESSENTIAL FUNCTIONS

Administrative & Managerial Functions: Supervises the daily operation of the kitchen in preparing the congregate meals and home delivered meals; plans and organizes the preparation, cooking and serving of food to center patrons; prepares daily meal menu; determines meal count and special dietary needs of patrons; acts as primary contact with food vendors.

Performs menu planning and nutritional diet control; plans nutritionally balanced meals to include quality and quantity of foods that provide recommended caloric count for senior citizens 55 years of age and older; routinely monitors food and commodities prices, determines USDA food uses, and plans special diets as required.

Participates in dialogue with Council on Aging; participates as a team member in other program activities at the Grand Center.

Quality Assurance & Compliance: Oversees the cost and quality of foods prepared and inspects the kitchen and food storage areas to assure that they are in compliance with the sanitation and fire regulations; supervises the maintenance of culinary equipment, assures safety operations related to use of kitchen equipment, supplies and work areas.

Budget & Finance: Prepares and recommends kitchen operational budget; monitors budget to ensure compliance with spending guidelines; manages food and supply inventory; monitors inventory, orders and coordinates deliveries of food and supplies from vendors; works closely with vendors and negotiates price breaks on supplies; prepares regular reports related to number of meals served and submits to the Center Director; monitor and coordinate the purchase of fresh produce, eggs, bread, and commissary supplies; delivers invoices and bills to county auditor for payment.

Staffing Functions: Helps coordinate and train kitchen volunteers; provides orientation and training to new kitchen employees; trains workers regarding kitchen and cleaning duties; assures proper maintenance of "Food Handlers Permit" and "Serv-Safe" certifications; observes worker activity to assure conformity to policies and procedures; conducts daily health and cleanliness inspections of kitchen operations; enforces fire, health, and safety rules in the kitchen; supervises kitchen staff and home delivered driver.

Operations: Completes food surveys semi-annually on home delivered and congregate meals; conducts new and yearly evaluations on eligibility for home delivered meal clients; maintains a daily record of food temperatures for home delivered and congregate meals.

Helps prepare meals when kitchen needs help or kitchen employee has a day off; prepares daily reports related to meal quality, food volume, food types and related problems; prepares written or verbal reports regarding equipment repair needs or malfunctions; may assist when needed with Home Delivered Bus Driver and Bus Driver job position duties; maintains kitchen equipment.

Media & Promotion: Assist in newsletter preparation.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience

- A. Graduation from high school, plus one (1) year of specialized training, chef school, or related instruction;
AND
- B. Four (4) years of experience in institutional, restaurant, or related food service experience preparing and cooking in large quantities;
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Working knowledge of nutrition planning and aging guidelines; cooking and baking techniques; management of food preparation and service; menu planning and calorie computation; typical institutional policies; safety and emergency procedures; General office practices, basic math and computer skills; Microsoft Word and; the use of kitchen equipment, including but not limited to dishwasher, convection oven, mixer, etc.

Skill in Interpersonal relationships; decision making; use of basic computer software, and accessing and using the internet; operating kitchen appliances and equipment.

Ability to Perform duties in a confidential and discreet manner at all times to protect sensitive client files; write accurate and grammatically correct reports or narratives; read and follow recipes; establish and maintain effective working relationships with supervisors, co-workers; follow written and verbal instructions; communicate effectively verbally and in writing.

3. Special Qualifications:

- Must possess a valid Utah Driver's license.
- Must possess a Utah State Food Handlers Permit.
- Must be "Serv-Safe" Certified.
- Must be CPR and First Aid Certified.
- Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.

4. Work Environment:

Work is performed outside primarily and conditions may include continuous exposure to dust, fumes, dampness, cold, heat, pollens and organic materials, insects, vibration shaking, bouncing and all types of weather conditions; potential exposure to biohazards- biological waste and garbage in toilet areas, fire rings and campgrounds; works a varied work schedule including holidays, weekends, split shifts and evenings. May be stressful, busy and fast paced, with extensive public contact.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)