

FOOD SERVICES MANAGER

JOB PURPOSE AND SUMMARY:

Plans, controls, directs, manages, and evaluates food services within the jail/juvenile facilities and establishes work performance standards, assuring compliance with federal, state, and local governmental regulations. This position has the overall responsibility to develop specifications for the procurement of equipment and supplies efficiently and cost effectively. The Food Services Manager plans all facets of operation within the specified areas of assignment.

CLASSIFICATION DISTINCTIONS:

This is a management position responsible for overall planning and coordination of the various jail industry tasks/goals relating to food services necessitating a specialized and strong background in large-scale food industry. Duties are distinguished from those of Senior Food Services Coordinator by greater degree of independent judgment exercised, and by the higher level of interpretation of laws and procedures relevant to food services. Senior Food Services Coordinators are not responsible for overall food service operations, and as such, do not interact with local businesses to pursue potential contracting of services to off-set kitchen operations expenses.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Plans, coordinates and manages the Clark County inmate/juvenile facility food services programs.
- Develops, updates, modifies, and implements new industry techniques and processes in large scale food services delivery; identifies, researches, and analyzes industry trends.
- Prepares/participates in the budget preparation and administration. Prepares projected cost estimates and budget recommendations with justification for requests, and monitors food services program budgets.
- Provides quality assurance of service performance
- Develops and coordinates special/modified/therapeutic menus including therapeutic modalities menus to meet individual nutritional needs; provides inmates with knowledge and training regarding their special health needs.
- Performs routine trustee medical record checks to insure meeting food preparation/handling compliance; monitors and trains staff in maintaining order and control of trustee activities
- Oversees staff coordination and review of meal preparation and kitchen procedures; meets with staff to identify and resolve problems; oversees the assignment of work, activities and projects; monitors workflow; and reviews and evaluates work products, methods and procedures.
- Monitors and oversees the maintenance of inventories on produce, meat, dry stores, canned goods, dietary products, utensils, and kitchen equipment.

- Selects and evaluates staff; provides or coordinates training, works with employees to correct deficiencies; participates with discipline, provides initial response to grievances, and participates with termination procedures.
- Develops and coordinates with County Purchasing Department to set specifications and develop bid sheets for food service equipment and supplies.
- Oversees proper maintenance, repair and utilization of food service facilities and equipment; develops requirements and approves work orders for repair and maintenance of equipment
- Oversees the inspection of all kitchen and food preparation areas to ensure proper food handling, sanitation, and elimination of safety and/or security hazards, and proper care, use and security of culinary equipment.
- Prepares and/or oversees the maintenance, tracking and updating of miscellaneous reports to include: special diets; monthly doctor and annual dietitian reviews; inmate meal and cart counts; inmate population; equipment repairs; line inspections; and trustee accident and incident reports
- Explains and interprets administrative rules and regulations; develops and maintains operating policies and procedures
- Explores other industry options; develop/monitors contracts for new industries
- Implements food recall procedures and follows/tracks reimbursements
- Perform all related duties as required

QUALIFICATIONS:

- Minimum of two to four years experience in an institution, health care facility, or a large scale food service operation involving work in the planning, organization and production of meals, food procurement and storage; and two (2) years of responsible supervisory/management experience.
- BA/BS degree or equivalent experience
- United States' Citizenship at the time of appointment
- Basic word processing/computer skills are desirable
- Food Handlers Certification
- Possession of a valid motor vehicle operator's license and an acceptable driving record
- Dietary certification is desirable

Any combination of education, training and experience that would provide the required knowledge and ability to perform the essential duties of the classification will be considered.

Knowledge of... basic nutrition; meal planning and preparation; food purchasing and storage; special/modified diet requirements; project management, including planning, scheduling, monitoring and problem solving; principles and practices of supervision, training and

performance evaluations; principles and procedures of budget preparation, control, record keeping and reporting; and database management systems; concepts of basic reasoning and judgment; basic writing formats to include spelling, punctuation, and grammar departmental policies and procedures, trends and practices within the food preparation industry.

Ability to... Effectively plan, assign, direct, and evaluate the work of subordinates, including delegating responsibility and authority; carry out policy directives of the Sheriff's Office in an effective and timely manner; interpret and apply federal, state, and local laws and regulations; establish and maintain effective working relationships with the public, other governmental jurisdictions, contractors, County staff; and inmates; communicate and express ideas effectively – orally and in writing; operate a computer keyboard terminal/PC.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Work involves ensuring continuity of nutritionally balance food service; overseeing the supervision of staff and instructing jail facility trustees; and work may involve interactions in stressful or sensitive situations. Incumbent may be exposed to face-to-face interactions and confrontations with angry, hostile, depressed and/or otherwise emotionally distraught trustees. Must be able to wear protective equipment as required by the department.

Essential tasks include use of various kitchen equipment including ovens, mixers, slicers, freezers, etc. and other supplies/equipment customarily used with large scale meal preparation and cleanup. Incumbent stands, bends, reaches, sits and lifts food items, supplies and equipment. Additionally, incumbent routinely handles various sanitation and cleaning supplies to insure compliance with health standards regarding proper for proper food preparation regulations rules and regulations.

Incumbent also works in an office setting. Work involves management of multiple priorities. Incumbent will also use daily a PC, printer, and other office environment equipment and supplies.

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Office Use: 12/02