

CLASS TITLE: FOOD SERVICE ADMINISTRATOR

Class Code: 02146800
Pay Grade: 22A
EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the administration of a state food service program by coordinating the processes of purchasing, delivering, handling and preparing of food in various state institutions; to assist in maintaining cost and inventory control; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with latitude for the exercise of initiative and independent judgement; work is reviewed for conformance to policies, rules and regulations.

SUPERVISION EXERCISED: Assists in the supervision of the work of personnel engaged in food preparation and service.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the administration of a state food service program by coordinating the process of purchasing, delivering, handling and preparing of food in various state institutions.

To assist in maintaining cost and inventory control by preparing and reviewing food purchase, inventory, consumption, and waste records and by visits and inspections at food preparation and production sites.

To make visits to food service kitchens and dining areas to check food quality, resident satisfaction, storage methods and preparation procedures.

To assist in evaluating methods, procedures and equipment needs, and to recommend improvement for food service programs.

To provide in-service training for food service personnel and to serve as a consultant to food service programs.

To work with vendors and the central food processing plant to insure prompt delivery, proper quantity and proper quality of all food and non-consumable goods required.

To assist in the administration of personnel and labor relations matters.

To assist in the writing and implementation of a menu and food production schedule for the institution.

To be responsible for food service in the absence of the designated superior.

To assist in the coordination and implementation of externship and vocational programs with affiliated educational institutions.

To serve as a member of a departmental or inter-departmental committee, board, or council, as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods and procedures employed in a food service program, including the processes of purchasing, delivering, handling, preparing and maintaining quality control of food, and the ability to apply such knowledge in assisting in the administration of a food service program; a working knowledge of cost and inventory control methods used in a food service program and the ability to maintain such controls through records and inspections; the ability to evaluate food service methods, procedures and equipment and to develop recommendations for improvements; the ability to prepare food cost projects and to assist in budget

preparation; the ability to establish and maintain effective working relationships with food service personnel, vendors and other officials concerned with food service; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of two years of academic study at an institution of higher learning in business administration or culinary studies; and

Experience: Such as may have been gained through: employment in a responsible position involving the administration of a food service program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 13, 1983

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