

CLASS TITLE: MANAGER, FOOD PROCESSING PLANT

Class Code: 02140400

Pay Grade: 23A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To manage all operations of a central food processing plant, including cooking, baking, meat cutting, packaging, freezing and canning. To prepare those foods which are more economically prepared centrally, for all state institutions and agencies so requesting; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with considerable latitude for the use of independent judgement; work is reviewed for conformance to policies and objectives.

SUPERVISION EXERCISED: Assigns, supervises, and reviews the work of a staff engaged in all phases of food preparation, packaging, storage and distribution.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To manage a central food processing plant, which includes among its operations, cooking, baking, meat cutting, packaging, freezing and canning.

To prepare cost analysis, research data, and reports in order to determine the most economical utilization of central food preparation.

To maintain and control the proper health, sanitary and safety conditions and standards; and to check, inspect and review all points and areas where food and food supplies are received, handled, stored, refrigerated, prepared and shipped within Central Food Processing Plant.

To develop and maintain a distribution system of prepared foods, to the several institutions and agencies served.

To prepare specific and detailed requisitions for all food supplies and food preparation equipment, materials and other supplies to be acquired by direct purchase and to see that these are properly stored, safeguarded, recorded and used.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of all phases of food preparation, processing, and storing, and the ability to supervise and review the work of a staff engaged in such activities; a thorough knowledge of the proper health, sanitation, and safety requirements involved in food handling; a working knowledge of cost analysis procedures, and the ability to conduct research and prepare reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in food service management, food technology or business administration; and

Experience: Such as may have been gained through: employment in a management capacity involving large scale food preparation, processing, and/or storage, such as: a large kitchen or bakery, cannery, frozen food plant, or a large commissary type operation.

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

Class Created: June 28, 1970

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