

FOOD SERVICE MANAGER

DEFINITION OF WORK

Under general supervision, the purpose of the position is to provide nutritional meals to Detention Center inmates. Employees in this classification perform supervisory work in the planning of menus, directing training of cooks and ensuring that kitchens are clean. Position is responsible for supervising cook supervisors, maintaining staff work schedules and time sheets, ensuring security requirements are met.

EXAMPLES OF WORK

Plans menus and ensures that meal planning supports religious and medical restrictions diets; supervises the Cook Supervisor by directing training and guidance of menu preparations, food handling and following receipts; maintains time sheets and work schedules; and ensures staff is following polices and regulations concerning State and Local Health regulations and laws, and OSHA regulations. Employee ensures equipment is in good working order and meets security and safety regulations; receives and inventories all incoming supplies; orders food supplies, paper products and cleaning supplies; maintains cost accountability and budgetary records; assists Cook Supervisor in the preparations of staff and inmate meals; prepares and monitors annual budget; and performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

High school or General Educational Development diploma and five years of experience involving food preparation and management; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the methods, procedures and policies of the Detention Center and of the Sheriff's Office as such pertains to the performance of the essential duties of Food Service Manager; principles and practices of supervising food preparation and ensuring the proper conditions of machinery; the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position; occupational hazards and safety precautions required to perform the duties of the position; and operational organization of the Detention Center and of the Sheriff's Office. Ability to adapt to continuously changing situations as they occur; exhibit an enthusiastic, self-reliant and self starting approach to meet job responsibilities; anticipate work that needs to be accomplished and must be self motivated; be efficient in time-management while supervising subordinates and inmates; work independently with minimal supervision; attend various training seminars to maintain current knowledge of concepts, operations, trends, re-certifications, and future developments in food service; exercise discretion and judgment in implementing courses of action affecting in the areas of responsibility; maintain a work environment which is orderly, safe and secure; and establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Must have knowledge of food preparation. Must have knowledge of State and Local Health regulations and laws and OSHA regulations on food services. Vocational/technical training in food services and warehouse management is desired.

Some positions within classification may require a valid North Carolina driver's license. Background check with local law enforcement agency required. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Tasks require the ability to perform simple movements requiring moderate coordination. Some tasks require the ability to perceive and discriminate color, sound, taste, odor, texture, visual perception and discrimination and oral communication. Tasks may risk exposure to heat, cold, odors, smoke, machinery, electrical currents, disease or violence.

PHYSICAL REQUIREMENTS

The employee is required to perform tasks that involve the ability to exert physical effort of lifting 50 or more pounds for short duration of time. Task may involve extended periods of time at a computer or a work station.