

## NATURE OF WORK

This is responsible work managing the food production activities for a City operated senior center cafeteria meal service operation.

Work involves responsibility for the coordination and supervision of food preparation, distribution and sanitation activities for a food service operation. Work includes managing food service production to ensure timely delivery service of nutritious, safe, and quality food products. Work also includes employee training, scheduling, and evaluation, as well as visiting all senior centers throughout the area served by the Lincoln Area Agency on Aging. Work is performed in accordance with standard food preparation practices. General supervision is received from an administrative superior with work being reviewed through conferences and results achieved. Supervision is exercised over subordinate cooks and employees engaged in food service.

## EXAMPLES OF WORK PERFORMED

Receives and summarizes all meal, supply, and special food orders; prepares food forecasts for on site service; develops daily food production plans with staff assignments, quantities, and times.

Monitors and assists in food production and meal service; monitors food portioning, packing, quality and safety for decentral food service.

Reviews and documents all production results for preparing reports, doing problem solving, and revising production plans.

Assists in developing new food production items and special event food service promotions.

Interviews, selects, trains, and schedules staff; monitors, documents, and evaluates staff performance; develops and implements staff development and training plans.

Prepares product specifications and quantities to be ordered; selects vendors which meet quality, price and service standards.

Develops, implements, monitors, and revises procedures to ensure the following: optimum nutritional content, appearance, flavor, and texture of all food products; delivery of products in the correct amounts, types and portion sizes; sanitary and safe food products; and safe and optimum working conditions of equipment for staff, volunteers, and clients.

Does recordkeeping and prepares reports to document food service outputs, costs, and budget variances; documents and prepares billings for special food service provisions; approves all kitchen invoices for payment.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of normal nutrition needs.

Knowledge in large quantity food preparation methods and techniques, plus experience in cafeteria setup and service.

Knowledge in the operation, maintenance and cleaning of food service equipment.

Knowledge of health, sanitation, and safety practices involved in food production service and storage.

Knowledge of recipe standardization and use of standardized recipes.

Knowledge in food service production.

Ability to analyze employee performance and implement changes to improve efficiency.

Ability to plan, assign, and organize the work of subordinates in food service to meet standards in food quality, service, and sanitation.

Ability to establish and maintain effective working relationships with food service personnel and personnel in other departments.

Ability to schedule, train, and evaluate subordinates.

Ability to perform heavy lifting.

Ability to utilize problem solving skills in the accomplishment of job tasks and meeting deadlines in accordance with set priorities.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in dietetics and nutrition, plus experience in a supervisory capacity in food service management.

MINIMUM QUALIFICATIONS

Successful completion of a course in food service management from an accredited college or university whose curriculum meets the minimum educational requirements set forth by the Dietary Managers Association for a food service manager and some experience in food service management; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class must obtain a Food Handler's Permit as issued by the Lincoln/Lancaster County Health Department within 30 days of appointment.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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