



CLASS SPECIFICATION

Class Code: 60013772
Date Established: 08/2002
Last Reviewed: 10/2024
Last Revised: 10/2024
Last Title Change:
FLSA: non-exempt
Probation: 12 months

FOOD MANAGER - JUVENILE SERVICES

DEFINITION

Under general supervision, manages the food service operations of Juvenile Services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of full-time progressively responsible work experience in food preparation and cooking in an institutional or large commercial establishment, including at least one year in a supervisory or administrative capacity; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Food Safety Manager certification is required at the time of appointment and must be maintained for continued employment in this classification

A CPR/First Aid certificate is required at the time of appointment and must be maintained for continued employment in this classification

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, prepare, cook, manage, direct, and supervise food service operations of Juvenile Services, ensuring proper food preparation, sanitation, and adherence to established menu standards.

Plan menus to conform to the United States Department of Agriculture (USDA) School Lunch and Breakfast Programs and estimate food requirements.

Perform the food services purchasing function, including requisition and receipt of goods, inventory control, developing cost estimates, and quality inspection; may negotiate contracts for supplies and foodstuffs with external vendors.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Train staff in institutional cooking practices and food preparation in accordance with local and national standards.

Coordinate utilization of youth workers, including health standards screening, overseeing food preparation instruction, directing kitchen cleanup, and inventory stocking.

Promote cost effectiveness through utilization of efficient food preparation methods, use of leftovers, and proper waste and quality control.

Conduct regular facility inspections to maintain adequate standards for food handling and preparation, safety, and sanitation.

Maintain the Hazard Analysis & Critical Control Point (HACCP) Sanitation Program to ensure compliance with Northern Nevada Public Health Regulations.

Compile statistics and organize information for inclusion in periodic Expenditure Summary Reports.

Monitor and track annual expenditures and costs; regularly comparing cumulative costs of goods and supplies with budgeted funds available.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

County, departmental and divisional policies, practices, and procedures relevant to the area of assignment.

Countywide personnel policies.

Local and national standards and requirements for food service.

Nutritional and menu planning, including state and federal regulations.

Security procedures and techniques when directing youth.

Laws, regulations, and policies governing the direction of youth in culinary programs.

Computer software specific to the department/division.

Budget monitoring and expenditures.

Ability to:

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Methods, materials, techniques, and equipment used in the storage, care, preparation, dispensing, and serving of food in large quantities.

Sanitation and safety requirements and techniques including HACCP.

Banquet, buffet, or catering service procedures.

Commonly used software including databases and spreadsheets.

Inventory purchasing and control methods and procedures.

Work safety methods and procedures.

Methods for the safe handling and storage of commercial cleaning solvents.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Ability to:

Plan, organize, and direct institutional food service operations.

Develop and maintain appropriate records and prepare reports.

Interpret and apply regulations, policies, and procedures.

Observe and record events accurately and concisely.

Use kitchen equipment including blenders, food choppers, mixers, grinders, slicers, knives, craters, fryers, stoves, ovens, grill and steam tables.

Understand and follow recipes.

Effectively represent the department with vendors and other County staff.

Communicate effectively, both orally and in writing.

Relate to youth in a positive, patient and caring yet firm and consistent manner.

Establish, foster, and maintain effective working relations with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Must be willing to work evening, weekend and holiday shifts. Mandated work schedules may be required.

Ability to work on slippery surface. Ability to lift and move objects weighing up to 75 lbs. Ability to work under conditions involving exposure to steam, heat, noise, and chemicals.

Must submit to a TB test at own expense upon offer of employment.

Employment is contingent upon the successful completion of a background investigation.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.