

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
FOOD SERVICES DIRECTOR 1

DEFINITION

Directs the food services program at an institution which meets the criteria of the classification guidelines for the class; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates and effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Directs a comprehensive food services program at an institution; assumes direct responsibility for all aspects of food services program administration.

Plans menus, food preparation assignments, and general cleaning and maintenance work performed by staff; periodically inspects food and service facilities to determine the level of food preparation qualities and quantities.

Orders food; controls inventory; prepares detailed food services reports and meal cost information; prepares or reviews and approves reports prepared on the dietary levels of the food prepared.

Consults with medical staff on therapeutic diets.

Instructs new employees and students, inmates and regular personnel on the processes and procedures involved in volume cooking and special dietary food preparations.

COMPETENCIES REQUIRED

Knowledge of nutrition, food cost, availability and adaptability of food to volume production.

Knowledge of food storage and inventory methods.

Knowledge of current literature, trends and developments in the field of dietetics.

Knowledge of the basic principles of supervision, organization and administration.

Ability to plan, organize and control the work of employees.

Ability to prepare long-range food projection needs.

Ability to maintain appropriate records.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with major course work in food management, nutrition, dietetics or a closely related field and experience equal to one year of full-time professional food services work in a commercial, military or institutional setting;

OR

any equivalent combination of experience and education substituting one year of supervisory food service work for each year of the required college education up to a maximum of four years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full-time work as a Food Production Supervisor.

Effective Date: 10/01 GR