

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

DEFINITION

Under general supervision, assists in the operation of a food services program at a large state institution; performs the full range of supervisory functions required for collective bargaining exemption purposes; 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; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Assists a Food Services Director in operating a food services program; participates in preparing the budget for the dietary department.

Participates in periodic inventories of food and equipment assigned to the dietary area.

Assists in planning menus; suggests menu changes.

Requisitions foods and supplies from the institutional warehouse.

Performs related work as required.

COMPETENCIES REQUIRED

Knowledge of nutrition.

Knowledge of food costs.

Knowledge of volume food production.

Knowledge of food storage and inventory methods.

Knowledge of departmental policies, procedures, and regulations.

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

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

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to maintain moderately complex records.

Ability to express ideas effectively, orally and in writing.

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

Five years of full-time (or equivalent part-time) food services experience, two years of which were at a supervisory level in a commercial, military, or institutional setting;

OR

any equivalent combination of experience and education substituting 30 semester hours of college coursework with an emphasis in dietetics, nutrition, food management, or a closely related field for each year of the required experience with a maximum substitution of five years (coursework can substitute for the supervisory or non-supervisory experience);

OR

employees with current continuous experience in the state classified service that includes the equivalent of 18 months as a Food Production Supervisor shall be considered as qualifying.

Effective Date: 6/28/85 EkJ