

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**FOOD SERVICES DIRECTOR 2**

---

---

**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.

Plans, schedules, and directs all activities of a institutional food services program; formulates policies and objectives for the dietary department within the guidelines established by the department and institutional directives; prepares long-range plans for dietary budget needs covering the fiscal period for capital improvements, staffing and training objectives, and other requirements.

Develops a menu from a cycle menu for both general and modified diets considering nutritional needs, availability of foods, costs, food preference, and improvement of nutritional habits.

Estimates and specifies advanced food and supply requirements of cycle menus; establishes and supervises foods and supply warehousing procedures and records; requisitions and orders supplies.

Determines staffing needs and projects salary and position advancement within budgetary limits; develops, installs, participates in and directs departmental on-the-job training and improvement activities.

Consults with medical staff on therapeutic diets and related policies; directs dietary menu work and related activities.

**COMPETENCIES REQUIRED**

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

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

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

Knowledge of food storage and inventory methods.

Ability to develop long range plans for food and budgetary requirements.

Ability to plan, direct, and coordinate the work of employees.

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 related field and experience equal to three years of full-time professional food service work in a commercial, military, or institutional setting;

OR

an equivalent combination of education and experience substituting 30 semester hours of graduate level education with major coursework in one of the above mentioned fields for each year of the required experience to a maximum substitution of two years;

OR

an equivalent combination of education and experience 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 work as a Food Services Assistant Director, Food Services Director 1, or Therapeutic Dietitian.

Effective Date: 10/01 GR