

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
FOOD SERVICES DIRECTOR 3

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, organizes, schedules, and directs all activities of a food services program within an institution; develops policies and procedures for the program; projects long-term needs for the food service operation.

Develops and schedules menus; provides for all special and therapeutic diets, as prescribed by medical staff; plans for efficient use of food.

Evaluates the adaptability of foods to large-scale preparation and production.

Develops budget and expenditure estimates; projects staff needs; confers, consults, and cooperates with medical, administrative, and supporting staffs of an institution.

Directs supply, requisitioning, and storing procedures and records; maintains inventory at safe and adequate levels.

COMPETENCIES REQUIRED

Knowledge of nutrition, food costs, availability and adaptability of food to large scale preparation and service.

Knowledge of food storage and inventory methods.

Knowledge of the principles of sanitation as they apply to food services work.

Knowledge of the principles of supervision, organization and administration.

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

Ability to estimate long-range food requirements.

Ability to plan, organize, coordinate and effectively supervise the work of employees.

Ability to develop and maintain necessary records and reports.

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 coursework in food management, nutrition, dietetics, or a related field and experience equal to four years of full-time professional food services work, two years of which were in the capacity of directing or assisting in the direction of a large food services operation 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 supervisory food services experience for the required education on a year-for-year basis 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 Services Director 2;

OR

employees with current continuous experience in the state executive branch that includes experience equal to thirty months of full-time work as a Food Services Assistant Director, Food Services Director 1, or Therapeutic Dietitian.

NOTE:

At the time of interview, applicants referred to Glenwood or Woodward State Hospital-Schools will be further assessed to determine if they meet federal government employment requirements as published in the Federal Register, Volume 39, No. 12, January 17, 1974, Section 20-CFR- 405.1101.

Effective Date: 10/01 GR