

## **ASSISTANT DIRECTOR OF FOOD SERVICES (HEALTH COMPLEX)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and administrative work of a complex nature which involves a responsibility for overseeing and coordinating the day-to-day activities of the Robert L. Yeager Health Center kitchen, including the selection, distribution and clean-up of food for the various locations served (e.g., Rockland County Infirmary, Summit Park Hospital, Emergency Housing Shelter, etc.), and for assisting the Director of Food and Nutrition Services in planning, developing and administering the various aspects of food and nutrition programs. The work is performed under the general direction of the Director of Food and Nutrition Services and in accordance with state guidelines. Supervision is exercised over a large staff of professional, technical and labor employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and coordinates food production assignments;  
Evaluates all foods prepared (including therapeutically modified foods) for taste and compliance with standardized recipes;  
Oversees distribution of correct foods to the various County facilities and programs;  
Exercises general supervision over clinical staff;  
Responsible for integrating regular and therapeutic diets and standards of food preparation into production flow;  
Provides input for the development of new programs and planning the logistics of all menus, including therapeutic diets;  
Reviews all existing programs for equipment needs, food delivery systems, staffing needs for efficient food production;  
Assigns, trains, and evaluates food service personnel and recommends promotions;  
Plans and attends meetings pertinent to kitchen operations (i.e., Safety Committee, Patient Activities, Product Evaluation) and may represent Director at other meetings;  
Meets with Director to implement, review and maintain current JCAHO and New York State Health Department requirements;  
Assists Director in developing departmental policies and procedures in all areas, including food production and delivery, equipment use, sanitation, safety, menu planning, therapeutic diets, and recipe development;  
Oversees the ordering of approximately 1,800 meals per day for all units and for the quality of all food items received and produced;  
Oversees the operation of the employee cafeteria including, but not limited to, food production, staffing, and has overall responsibility for reconciling cash register receipts and financial reporting procedures;  
Makes effective recommendations for the development of departmental policies and procedures in food production, and delivery;  
Conducts quality assurance inspections to ensure compliance with State regulations;  
Assumes administrative direction of Food & Nutrition Services in the absence of the Director.

(over)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the storage, preparation and service of food on a large scale; thorough knowledge of current New York State quality assurance regulations and safety standards; good knowledge of the preparation and service of foods to preserve nutrients and the equipment used; good knowledge of supervisory and training techniques; ability to maintain good working relations among those supervised and with professional and supervisory staffs; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Dietetics, Dietetic Technology, Food Administration, Foods, Nutrition, or comparable curriculum, and four (4) years of food preparation and service experience in a public or institutional dining facility, at least one (1) year of which involved the supervision of a number of dietary food and/or service personnel in day-to-day operations, or
2. An Associate's degree and six (6) years of the above general experience, at least one (1) year of which involved the supervision of a number of dietary food and/or service personnel in a day-to-day operation.