

## **DIRECTOR OF FOOD SERVICE (HEALTH COMPLEX)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and supervisory work of a complex nature which involves a responsibility for menu planning, ordering, receiving and stores, food preparation, patient menus, cafeteria sales, sanitation, cost control, etc. of a large health complex. The work is performed under the general direction of a hospital administrator. Supervision is exercised over a substantial number of food service personnel, including but not limited to dietitians, cooks and other food preparation personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Analyzes current menus with professional dietitians for revisions and utilization of perishables;  
Studies food market to capitalize on lower cost foods;  
Checks facilities, personnel, procedures and problems;  
Works with department heads on problems related to dietary service;  
Evaluates and supervises the training of food service personnel;  
Insures cleanliness of all food service preparation and delivery areas;  
Prepares departmental budget;  
Supervises and reviews existing policies and procedures, including an analysis of controllable costs;  
Plans and supervises staffing schedules of dietitians and supervisors;  
Works with purchasing department on purchase and evaluation of food staples;  
Plans and attends meetings appropriate to food service operation;  
Reviews applicants for hiring and evaluates existing staff performance;  
Presents oral and written reports to the Commissioner of Hospitals on problems and progress of department;  
Revises menus seasonally;  
Contacts patients for surveyor of service and satisfaction;  
Confers with medical staff about therapeutic diet orders, preparation and service.

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

Thorough knowledge of the principles and practices of dietary service involving the maintenance of high standards of nutritional care and of therapeutic dietetic needs; thorough knowledge of the planning, cooking and serving of food for a large health care institution; good knowledge of supervisory and administrative principles and practices; good knowledge of food market conditions; ability to supervise a large-scale food service operation at a large health and hospitals complex; ability to maintain successful relationships with department heads, staff and patients.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Dietetics, Foods, Nutrition or other field applicable to the planning, cooking and serving of food, or in Business Administration or Hotel Management and five (5) years of administrative or management level experience in large-scale food service operations, two (2) years of which must have been in the employ of a health care institution serving at least 150 residents or patients per meal.

(over)

**NOTE:**

1. Five (5) years experience as a Dietitian, at least two (2) years in a supervisory capacity, may be substituted for the required experience, provided that at least two (2) years of such experience was with a health care institution serving at least 150 residents or patients per meal. Registration with the American Dietetic Association may be substituted for one (1) year of the general experience.
2. A Master's degree in Dietetics, Foods, Nutrition or other field applicable to the planning, cooking and serving of food, or in Business Administration or Hotel Management may be substituted for one (1) year of the general experience.
3. Additional administrative or management level experience in large-scale food service operations within a health care institution serving at least 150 residents or patients per meal may be substituted for education on a year-for-year basis.