



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FOOD SERVICE MANAGER III	36	H	3.107
FOOD SERVICE MANAGER II	34	H	3.108
FOOD SERVICE MANAGER I	32	H	3.110

SERIES CONCEPT

Food Service Managers plan, organize and supervise the quantity ordering, receiving, storage, preparation, and service of food in a correctional, residential, instructional or similar setting.

Establish and maintain perpetual inventory control procedures for receiving, storing and issuing supplies and food items; develop and implement methods to deter theft, spoilage and waste of State purchased products.

Order or supervise the ordering of food, paper and kitchen supplies as necessary; supervise the receipt and inspection of all food stuffs for quality and quantity.

Review master menu to determine food quantities required for specified recipes and anticipated population; extend and reduce recipes as required; monitor the types and amounts of food used in daily meals.

Prepare food service reports as required to account for materials used and costs involved; and submit budget estimates as required.

Ensure employees are trained in the safe and proper use of various ovens, stoves and other powered equipment such as industrial mixers, peelers, choppers and slicers; provide for training in sanitary and proper culinary procedures; and ensure compliance with established health and sanitation regulations.

Plan, assign and review the work of assigned staff; adjust work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads; participate in food preparation duties as necessary; assess training needs of staff and provide for appropriate training.

Evaluate employee performance; provide orientation to new employees; review applicants' qualifications and participate in the interview process; resolve personnel problems, complaints, and formal grievances at the first level; and recommend appropriate disciplinary action as needed.

Maintain close and constant surveillance to ensure the control and security of tools and equipment used in food preparation and service areas as required in the work setting.

Ensure staff maintains food handling certifications as required.

Perform related duties as assigned.

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CLASS CONCEPTS

Food Service Manager III: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, are responsible for managing, coordinating, supervising, and overseeing the operation of a large correctional food service facility serving three meals daily to over 1,000 inmates.

Food Service Manager II: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, are responsible for managing, coordinating, supervising and overseeing the operation of a medium-size correctional food service facility serving three meals daily to between 500 and 1,000 inmates.

Food Service Manager I: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, supervise, coordinate and participate in food preparation and service in a variety of settings. Incumbents may be assigned to manage a small correctional food service facility serving meals daily to less than 500 residents or inmates, an instructional restaurant serving meals to customers, or manage food services of similar size and scope.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Some positions in this series require agency specific food handling certification(s) at the time of application or within a set time frame as defined by the hiring agency.

FOOD SERVICE MANAGER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of progressively responsible experience in a high volume food service operation that involved directing staff; monitoring budgets and controlling costs; determining equipment and supplies needed; monitoring quality standards; and administering food service policies and procedures; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Food Service Manager II in Nevada State service. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: food service management; special diets such as low sodium, diabetic, low or high fiber diets, and others; food inventory control techniques; institutional kitchen and bakery operations; and methods, materials, and equipment used in a high volume food service facility. **Ability to:** effectively manage an institutional food service facility including preparation and serving three meals daily to over 1,000 individuals; ensure proper operation maintenance and cleanliness of all food preparation and serving equipment; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada State rules and regulations (health codes) pertaining to food services; Nevada State personnel rules and regulations; agency purchasing and procurement policies and procedures; agency budgetary processes. **Ability to:** develop and institute cost-saving measures and procedures.

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MINIMUM QUALIFICATIONS (cont'd)

FOOD SERVICE MANAGER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of progressively responsible experience working in a high volume food service operation that involved directing staff; monitoring budgets and controlling costs; determining equipment and supply needs; monitoring quality standards; and administering food service policies and procedures; **OR** an equivalent combination of education and experience; **OR** one year as an Food Service Manager I in Nevada State service. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: high volume institutional food management practices; food service management; special diets such as low sodium, diabetic, low or high fiber diets and others; food inventory control techniques; budgeting as related to food services management; fire and safety hazards common to food preparation; methods, materials, and equipment used in a high volume food service facility; health, safety, and sanitation regulations and procedures related to quantity food service; supervisory techniques and practices; and food storage and rotation. **Ability to:** identify staff training needs and provide for appropriate instruction; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada State regulations and health codes pertaining to food services; agency purchasing and procurement policies and procedures. **General knowledge of:** agency budgetary process. **Ability to:** plan, organize, coordinate and manage the preparation and service of three meals daily to over 500 individuals; supervise effectively.

FOOD SERVICE MANAGER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in a high volume food service operation that involved planning, organizing and supervising work of others; purchasing food stuffs; meal planning; and preparation and serving of food; **OR** an equivalent combination of education and experience. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: food values and nutritional requirements of adults and adolescents. **General knowledge of:** high volume food management including preparing and serving meals daily; special diets such as low sodium, diabetic, low or high fiber diets and others; food inventory control techniques; budgeting as related to food services management; fire and safety hazards common to food preparation; methods, materials, and equipment used in a high volume food service facility; health, safety, and sanitation regulations and procedures related to food service; supervisory techniques and practices; food storage and rotation; and operation of commercial kitchen equipment. **Ability to:** make food substitutions based on nutritional values and availability of ingredients; plan, organize and schedule work assignments for food service personnel; instruct others in safe and sanitary food preparation methods; communicate effectively both orally and in writing; and maintain records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada State regulations and health codes pertaining to food services; and State personnel rules and regulations. **General knowledge of:** agency purchasing and procurement policies and procedures; and agency budget preparation and monitoring procedures.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>3.107</u>	<u>3.108</u>	<u>3.110</u>
ESTABLISHED:	7/1/89P 5/20/88PC	7/1/89P 5/20/88PC	7/1/89P 5/20/88PC
REVISED:	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC
REVISED:	12/7/12PC	12/7/12PC	12/7/12PC