

ASSISTANT TO FOOD SERVICE MANAGER (CORRECTION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Food Service Manager, the incumbent assists with the purchasing, storage, and preparation of food and the service of meals at the Department of Correction. Supervision may be exercised over a substantial number of food preparation and service personnel and inmate food service workers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains a sanitary physical plant and insures that culinary time schedules are met;

Participates in recipe standardization and in setting standards for portion control;

Schedules work assignments for food service personnel, including assignments of inmate food service workers;

Maintains inmate payroll for inmate food service workers;

Requisitions food, supplies and equipment necessary for the dietary operation;

Inspects food, supplies and equipment for quantity and quality upon delivery;

Spot checks food preparation operations to see that standards of quality and sanitation are maintained.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of institutional food service practices, to include large scale food operations; ability to demonstrate efficiency and economy in the preparation of large quantities of food; ability to plan and supervise the work of others; ability to make prompt and accurate decisions; ability to get along well with others; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or general equivalency diploma and either (a) an Associate's Degree* including 15 credit hours in the subject areas of foods, nutrition, and institutional management, and two years of supervisory experience in institutional food service; or (b) five years of experience in the area of institutional food service including the two years of specialized experience as stated in (a); or (c) an equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post secondary degree-granting institution.

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Job Class Code: C2457
Job Group: VIII