

**EXECUTIVE DIRECTOR OF FOOD SERVICES (DOC)**

**General Statement of Duties and Responsibilities**

This is a management class of positions. Incumbent performs related work.

Under managerial direction of the Deputy Commissioner of Quality Assurance and Integrity, with wide latitude for the exercise of independent judgment and initiative, sets policy, administers, directs and coordinates the procurement, management and operation of food services delivery and administration.

**Examples of Typical Tasks**

Ensures the affective and efficient operation of all the Department's kitchens, by coordinating and close monitoring of the activities of staff.

Assists in planning Department's culinary service capital development needs, including the recommendation and procurement of state-of-the-art equipment for subsequent installation in all of its facilities.

Develops Department-wide procedures pertaining to effective food storage, preparation, delivery and salvaging.

Assists in the preparation of the division's annual and interim budgets.

Overall responsibility for the procurement, delivery and safe storage of food supplies, including the movement of food between jails in emergency situations.

Develops, implements and monitors accounting systems to measure cost-effectiveness of menus.

Formulates menus, in accordance with legal and other mandates, including special medical and religious diets.

Collaborates with the Department's Training Division head in developing training programs to address food service issues.

Oversees the training, develops and evaluation of the agency's food service staff.

**EXECUTIVE DIRECTOR OF FOOD SERVICES (DOC)** (continued)

**Examples of Typical Tasks** (continued)

Develops, implements and monitors mechanisms to effect portion control in all of the agency's kitchens.

Prepares analyses and various reports providing information vital to the proper functioning of food service operations.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college, with specialization in dietetics, nutrition, management, administration, or hotel and restaurant administration, and five (5) years of the above experience, 18 months of which must have been at the managerial, executive, consultative or administration level; or
2. A four-year high school diploma or its educational equivalent and nine (9) years of full-time experience in the management, administration or operational supervision of food service systems or other significant organizational segments, 18 months of which must have been at the managerial, executive, consultative or administration; or
3. A satisfactory combination of education and experience. However, all candidates must have the 18 months of specialized experience as described in "1" above.

**Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.