

FOOD SERVICE ADMINISTRATOR (DOC)

General Statement of Duties and Responsibilities

Under administrative direction, with wide latitude for the exercise of independent judgement and initiative, is responsible for the overall management and operation of all food service delivery operations within an inmate facility, including the preparation and serving of all meals, maintenance of a completely sanitized environment in the food service areas and the supervision of related staff; performs related work.

Examples of Typical Tasks

Ensures that the preparation and serving of food for the facility's staff and inmate population complies with standards established by the New York City Boards of Health and Correction respectively, as well as those mandated by other regulatory bodies.

Collaborates with the appropriate facility personnel to maintain sanitation standards as prescribed by the Board of Health in all food service areas, including the kitchen, storage and dining facilities; initiates steps to correct any deficiencies highlighted by all health regulatory bodies or by the departments' public sanitarian staff.

Ensures that there are ample quantities of the items needed for the preparation of medically prescribed, therapeutic meals recommended by the facility's dietician or physician according to menu cycle. Collaborates with the department's Inmate Information Systems Division and the New York City Board of Correction to set up computer systems with the capability to inventory and provide on-the-spot accounting of food items in stock.

Plans and undertakes contingency measures to cope with emergency situations such as power failure, equipment failure or other problems relating to the preparation and/or delivery of food.

FOOD SERVICE ADMINISTRATOR (DOC) (continued)

Examples of Typical Tasks (continued)

Ensures that adequate staffing is assigned to meet the needs of the facility and deploys staff to maximize production efficiently and reduce the need for overtime.

Develops, maintains and monitors a preventive maintenance program to minimize equipment failure and/or breakdown of production. Maintains an effective equipment inventory control system and monitors equipment service contracts to ensure that contractors adhere strictly to the terms of service contracts.

Sets policy and procedures governing the total food service delivery system within an inmate facility.

Is responsible for the development of an inmate facility's food service budget; closely monitors all expenditures to avoid cost overruns and ensure that total expenses remain within approved budget limits.

Qualification Requirements

1. A baccalaureate degree from an accredited college, with specialization in food service operations, nutrition, dietetic or culinary service and four years of full-time, satisfactory experience in such fields, one year of which must have been in a supervisory capacity in a large scale institutional environment; or
2. A four-year high school diploma or its educational equivalent and eight years of full-time satisfactory experience in the fields of food service operations, nutrition, dietetics or culinary service, one year of which must have been a supervisory capacity in a large scale institutional environment; or

FOOD SERVICE ADMINISTRATOR (DOC) (continued)

Qualification Requirements (continued)

3. A satisfactory equivalent combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have the one year of supervisory experience described in "1" above.

Direct Lines of Promotion

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